APPLICATION INSTRUCTIONS
Revised 7/1/11

Please follow the instructions provided below to ensure your application is successfully submitted.

Step 1: Saving the Application

Saving the application to your computer will allow you to have a completed copy of your application on file, as well as provide you the ability to fill out the application at your leisure.

1) Click on "File" and chose "Save As."
2) Save the blank form to your Desktop or My Documents. **DO NOT change the file name**.

Step 2: Completing the Application

This application is an interactive PDF. Handwritten copies will not be accepted.

1) Complete the application in its entirety. **An incomplete application is not acceptable**. Your place in line will not be secured until a completed application is received.
2) Once you have completed the application, save the completed form, and print a hard copy. **The hard copy MUST be signed and submitted with your supporting documents (an original signature is required – no photo copies will be accepted).**

Step 3: Submitting Your Application

If you are using an email application such as **Microsoft Outlook, Microsoft Outlook Express, Eudora, Mail**, etc.:

1) After you have completed your application and printed a hard copy, please press the "SUBMIT" button inside of the application. This will automatically create an email with your application attached. Check to make sure the email is titled "Form Return: 2011/2012 Financial Incentive Program Application."
2) The email address film.incentive@eog.myflorida.com will already be in the "To" field.
3) Press send. **(Please do not attach the required supporting documents to this email)**
4) You will receive a confirmation that your application has been successfully submitted to the OFE.

If you are using an Internet email service such as **Gmail, Yahoo Mail, Microsoft Hotmail**, etc.:

1) Log into your email account and start a new email.
2) Attach your completed application to the email.
3) Input the email address film.incentive@eog.myflorida.com in the "To" field.
4) Title the email "Form Return: 2011/2012 Financial Incentive Program Application."
5) Press send. **(Please do not attach the required supporting documents to this email)**
6) You will receive a confirmation that your application has been successfully submitted to the OFE.

Step 4: Submitting your Supporting Documentation:

After electronically submitting your completed application **DO NOT FORGET** to mail the OFE your supporting documentation. **Please note: a hard copy of the completed application with an original authorized signature is required. Hard copies and electronic copies (DVD/CD or thumb drive) of all documentation must be provided, and must be received by 5 pm EST the following business day in order for your application to be considered complete.** Supporting schedules/documents will only be accepted by an overnight delivery service (ex: FedEx, UPS, US mail). NO HAND DELIVERY.

Mail documents to: Florida Office of Film & Entertainment | The Capitol, Suite 2001 | Tallahassee, FL 32399