

L 16000027698

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐ PICK-UP

☐ WAIT

☐ MAIL

(Business Entity Name)

(Document Number)

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16 FEB 1 - 5 PM 2:28  
U.S. DEPT. OF JUSTICE

FEB 1 2016

S. GILBERT



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

January 15, 2016

DIANA SWIHART  
3307 SUMMIT LANE  
LAKELAND, FL 33810

SUBJECT: DSSF, LLC DBA AMERICAN ACADEMY FOR PRECEPTOR  
ADVANCEMENT  
Ref. Number: W16000002814

We have received your document for DSSF, LLC DBA AMERICAN ACADEMY  
FOR PRECEPTOR ADVANCEMENT and your check(s) totaling \$185.00.  
However, the enclosed document has not been filed and is being returned for the  
following correction(s):

Entities may file using only the entity's name. Please delete any reference to the  
"doing business as name" in your document. If you wish to register your fictitious  
name, you may do so by filing an application and submitting the appropriate fees  
to this office.

Please return the corrected original and one copy of your document, along with a  
copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call  
(850) 245-6052.

Sylvia Gilbert  
Regulatory Specialist II  
New Filing Section

Letter Number: 716A00000986

RECEIVED  
16 FEB -5 PM 12:29  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS

## COVER LETTER

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** DSSF, LLC dba American Academy for Preceptor Advancement  
(Name of Resulting Florida Limited Company)

The enclosed Articles of Conversion, Articles of Organization, and fees are submitted to convert an "Other Business Entity" into a "Florida Limited Liability Company" in accordance with s. 605.1045, F.S.

Please return all correspondence concerning this matter to:

Diana Swihart

(Contact Person)

DSSF, LLC dba American Academy for Preceptor Advancement

(Firm/Company)

3307 Summit Lane

(Address)

Lakeland, Florida 33810

(City, State and Zip Code)

dvswhart@aol.com

E-mail Address: (to be used for future annual report notifications)

For further information concerning this matter, please call:

Diana Swihart

at ( 863 ) 255-8000  
(Name of Contact Person) (Area Code) (Daytime Telephone Number)

Enclosed is a check for the following amount:

☐ \$150.00 Filing Fees  
(\$25 for Conversion  
& \$125 for Articles  
of Organization)

☐ \$155.00 Filing Fees  
and Certificate of  
Status

☐ \$180.00 Filing Fees  
and Certified Copy

☒ \$185.00 Filing Fees,  
Certified Copy, and  
Certificate of Status

**STREET ADDRESS:**

Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

**MAILING ADDRESS:**

Registration Section  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

**COVER LETTER**

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** DSSF, LLC

\_\_\_\_\_  
Name of Limited Liability Company

Dear Sir or Madam:

The enclosed Registered Agent/Registered Office Change and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

Diana Swihart

\_\_\_\_\_  
Name of Person

DSSF, LLC

\_\_\_\_\_  
Firm/Company

3307 Summit Lane, Ste 1A

\_\_\_\_\_  
Address

Lakeland, FL 33810

\_\_\_\_\_  
City/State and Zip Code

dvswihart@aol.com

\_\_\_\_\_  
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Diana L Swihart

at ( 863 )

255-8000

\_\_\_\_\_  
Name of Person

\_\_\_\_\_  
Area Code & Daytime Telephone Number

**STREET/COURIER ADDRESS:**

Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, Florida 32301

**MAILING ADDRESS:**

Registration Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, Florida 32314

**Enclosed is a check for the following amount:**

☐ \$25 Filing Fee

☒ \$55 Filing Fee & Certified Copy

## COVER LETTER

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** DSSF, LLC

(Name of Resulting Florida Limited Company)

The enclosed Articles of Conversion, Articles of Organization, and fees are submitted to convert an "Other Business Entity" into a "Florida Limited Liability Company" in accordance with s. 605.1045, F.S.

Please return all correspondence concerning this matter to:

Diana Swihart

(Contact Person)

DSSF, LLC

(Firm/Company)

3307 Summit Lane

(Address)

Lakeland, Florida 33810

(City, State and Zip Code)

dvswihart@aol.com

E-mail Address: (to be used for future annual report notifications)

For further information concerning this matter, please call:

Diana Swihart

at ( 863 ) 255-8000

(Name of Contact Person)

(Area Code) (Daytime Telephone Number)

Enclosed is a check for the following amount:

☐ \$150.00 Filing Fees  
(\$25 for Conversion  
& \$125 for Articles  
of Organization)

☐ \$155.00 Filing Fees  
and Certificate of  
Status

☐ \$180.00 Filing Fees  
and Certified Copy

☒ \$185.00 Filing Fees,  
Certified Copy, and  
Certificate of Status

**STREET ADDRESS:**

Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

**MAILING ADDRESS:**

Registration Section  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

**Articles of Conversion**  
For  
**"Other Business Entity"**  
Into  
**Florida Limited Liability Company**

FILED  
16 Feb -5 PM 2:28  
TALLAHASSEE, FLORIDA

The Articles of Conversion **and attached Articles of Organization** are submitted to convert the following **"Other Business Entity"** into a **Florida Limited Liability Company** in accordance with s.605.1045, Florida Statutes.

1. The name of the "Other Business Entity" immediately prior to the filing of the Articles of Conversion is:  
DSSF, LLC

(Enter Name of Other Business Entity)

2. The "Other Business Entity" is a Limited Liability Corporation.  
(Enter entity type. Example: corporation, limited partnership,  
general partnership, common law or business trust, etc.)

First organized, formed or incorporated under the laws of Colorado  
on May 2, 2012.  
(date of organization, formation or incorporation) (Enter state, or if a non-U.S. entity, the name of the country)

3. The name of the Florida Limited Liability Company as set forth in the **attached Articles of Organization**:  
DSSF, LLC

(Enter Name of Florida Limited Liability Company)

4. If not effective on the date of filing, enter the effective date: January 11, 2016.  
(The effective date: 1) cannot be prior to date of receipt or filed date nor more than 90 days after the date this document is filed by the Florida Department of State; **AND** 2) must be the same as the effective date listed in the attached Articles of Organization, if an effective date is listed therein.)

**Note:** If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

5. The plan of conversion has been approved in accordance with all applicable statutes.

Signed this 22nd day of December 20 15.

**Signature of Authorized Representative of Limited Liability Company:**

Signature of Authorized Representative: *Diana Swihart*  
Printed Name: Diana Swihart Title: CEO & Managing Partner

**Signature(s) on behalf of Other Business Entity: [See below for required signature(s)]**

Signature: *Diana Swihart*  
Printed Name: Diana Swihart Title: CEO & Managing Partner

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**If Florida Corporation:**

Signature of Chairman, Vice Chairman, Director, or Officer.  
If Directors or Officers have not been selected, an Incorporator must sign.

**If Florida General Partnership or Limited Liability Partnership:**

Signature of one General Partner.

**If Florida Limited Partnership or Limited Liability Limited Partnership:**

Signatures of ALL General Partners.

**All others:**

Signature of an authorized person.

**Fees:**

Articles of Conversion:	\$25.00
Fees for Florida Articles of Organization:	\$125.00
Certified Copy:	\$30.00 (Optional)
Certificate of Status:	\$5.00 (Optional)

## ARTICLES OF ORGANIZATION FOR FLORIDA LIMITED LIABILITY COMPANY

### ARTICLE I - Name:

The name of the Limited Liability Company is:

DSSF, LLC

(Must end with the words "Limited Liability Company, "L.L.C.," or "LLC.")

### ARTICLE II - Address:

The mailing address and street address of the principal office of the Limited Liability Company is:

#### Principal Office Address:

#### Mailing Address:

3307 Summit Lane

3307 Summit Lane

Lakeland, FL 33810

Lakeland, FL 33810

### ARTICLE III - Registered Agent, Registered Office, & Registered Agent's Signature:

(The Limited Liability Company cannot serve as its own Registered Agent. You must designate an individual or another business entity with an active Florida registration.)

The name and the Florida street address of the registered agent are:

Diana Swihart

Name

3307 Summit Lane

Florida street address (P.O. Box **NOT** acceptable)

Lakeland

FL 33810

City

Zip

*Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 605, F.S..*

Diana Swihart

Registered Agent's Signature (REQUIRED)

(CONTINUED)



**ARTICLE IV-**

The name and address of each person authorized to manage and control the Limited Liability Company:

**Title:**

"AMBR" = Authorized Member

"MGR" = Manager

MGR

**Name and Address:**

Diana Swihart

3307 Summit Lane

Lakeland, FL 33810

(Use attachment if necessary)

**ARTICLE V:** Effective date, if other than the date of filing: February 22, 2016. (OPTIONAL)

(If an effective date is listed, the date must be specific and cannot be more than five business days prior to or 90 days after the date of filing.)

**Note:** If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

**ARTICLE VI:** Other provisions, if any.

**REQUIRED SIGNATURE:**



**Signature of a member or an authorized representative of a member.**

This document is executed in accordance with section 605.0203 (1) (b), Florida Statutes. I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.

Diana Swihart

Typed or printed name of signee

**Filing Fees**

**\$125.00 Filing Fee for Articles of Organization and Designation of Registered Agent**

**\$ 30.00 Certified Copy (Optional)      \$ 5.00 Certificate of Status (Optional)**

**STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT OR BOTH FOR  
LIMITED LIABILITY COMPANY**

*Pursuant to the provisions of sections 605.0114 or 605.0116, Florida Statutes, the undersigned limited liability company submits the following statement in order to change its registered office or registered agent, or both, in the State of Florida.*

1. Name of the limited liability company: DSSF, LLC

2. (a) 6565 S Syracuse Way (b) 3307 Summit Lane

Principal office address of limited liability company:

(Note: **MUST BE STREET ADDRESS**)

#2504

Centennial, CO 80111

Mailing address of limited liability company:

(Note: **MAY BE POST OFFICE BOX**)

Ste 1A

Lakeland, FL 33810

December 19, 2015

3. Date of filing/registration in Florida

4. Document number

5. (a) Diana Swihart

Registered Agent and Registered Office shown on the records of the Florida Dept. of State:

DSSF, LLC

Registered Office Address (MUST BE FLORIDA STREET ADDRESS)

3307 Summit Lane, Ste 1A

Lakeland, FL 33810

(b) Diana Swihart

Enter name of **NEW Registered Agent** and/or **NEW Registered Office address**:

DSSF, LLC

**NEW** Registered Office Address:

3307 Summit Lane, Ste 1A

Lakeland, FL 33810

If the limited liability company is not organized under the laws of the State of Florida, it is hereby confirmed that after the change or changes are made, the Florida street address of the registered office and the business office of the registered agent will be identical. Or, in the case of a Florida limited liability company, it is hereby confirmed that the change(s) was/were authorized by an affirmative vote of the members of the limited liability company or as otherwise provided in the articles of organization or the operating agreement of the limited liability company.

Diana Swihart

Digitally signed by Diana Swihart  
DN: cn=Diana Swihart, o=DSSF, LLC, email=Diana.Swihart@DSSF.com, ou=DSSF  
Date: 2015.12.19 11:08:14 -0500

Signature of a member or authorized representative of a member

Diana Swihart

Printed or typed name of signee

*I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 605, F.S. Or, if this document is being filed to merely reflect a change in the registered office address, I hereby confirm that the limited liability company has been notified in writing of this change.*

Diana Swihart

Signature of Registered Agent