

TITLE 16. CEMETERY AND FUNERAL BUREAU

Proposed Language

1. Amend Section 2310, of Division 23 of Title 16 of the California Code of Regulations to read as follows:

§ 2310. Regulatory Charge.

(a) The annual regulatory charge to be paid by every cemetery authority operating a cemetery under the Act is fixed at the sum of ~~four~~seven hundred and fifty dollars (\$~~400~~750). An additional quarterly charge of ~~eight~~eleven dollars fifty cents (\$~~811~~11.50) for each burial, entombment, or inurnment made during the preceding quarter shall be paid to the Bureau. If the cemetery authority performs a burial, entombment, or inurnment, and the cremation or hydrolysis was performed at a crematory or hydrolysis facility located on the grounds of the cemetery and under common ownership with the cemetery authority, the total of all additional charges shall be eight dollars and fifty cents (\$8.50).

(b) The annual regulatory charge to be paid by every licensed crematory is fixed at the sum of ~~four~~seven hundred and fifty dollars (\$~~400~~750). An additional quarterly charge of ~~eight~~eleven dollars and fifty cents (\$~~811~~11.50) for each cremation made during the preceding quarter shall be paid to the Bureau.

(c) The annual regulatory charge to be paid by every licensed hydrolysis facility is fixed at the sum of nine hundred dollars (\$900). An additional quarterly charge of ~~eight~~eleven dollars and fifty cents (\$~~811~~11.50) for each hydrolysis made during the preceding quarter shall be paid to the bureau.

(1) Each hydrolysis facility shall submit to the bureau annual maintenance records of the hydrolysis chamber for the preceding year with the annual renewal application. The hydrolysis facility license shall not be renewed without proof of annual maintenance of the hydrolysis chamber.

(2) Each hydrolysis facility that discharges hydrolysate to a sewer collection system shall submit to the bureau the current Department of Public Health evaluation with the annual renewal application pursuant to Business and Professions Code section 7639.08(e). The hydrolysis facility license shall not be renewed without proof of the evaluation.

(d) The bureau shall not renew the license of any cemetery authority, crematory or hydrolysis facility that has failed to pay the quarterly regulatory charge prescribed under this section.

NOTE: Authority cited: Sections 7606, 7639.08 and 7712.5, Business and Professions Code. Reference: Sections 7639.06, 7639.08, 7712.9, 7730.10 and 7730.11, Business and Professions Code.

2. Amend Section 2311, of Division 23 of Title 16 of the California Code of Regulations to read as follows:

§ 2311. Filing Fee.

(a) An initial filing fee of ~~four~~seven hundred and fifty dollars (~~\$400~~\$750) shall accompany an original application for a certificate of authority to operate a cemetery. In the event the expenses of the bureau's investigation, computed at the rate of (\$100) per day per person, shall exceed this amount, the applicant shall, within five (5) days after request therefore, deposit such additional sums as deemed necessary by the bureau provided that the total sum shall not exceed nine hundred dollars (\$900).

(b) An initial filing fee of ~~four~~seven hundred and fifty dollars (~~\$400~~\$750) shall accompany an original application for a crematory license. In the event the expenses of the bureau's investigation, computed at the rate of one hundred dollars (\$100) per day per person, shall exceed this amount, the applicant shall, within five (5) days after request therefore, deposit such additional sums as deemed necessary by the bureau provided that the total sum shall not exceed nine hundred dollars (\$900).

(c) An initial filing fee of nine hundred dollars (\$900) shall accompany an original application for a hydrolysis facility.

NOTE: Authority cited: Sections 7606, 7653 and 7712.5, Business and Professions Code. Reference: Sections 7653, 7712.5 and 7730.11, Business and Professions Code.

3. Amend Sections 2326 of Division 23 of Title 16 of the California Code of Regulations

§ 2326. Applications for Cemetery Certificate of Authority and Crematory License.

(a) Certificate of Authority. Applications for a certificate of authority to operate a cemetery shall be filed on bureau form 23-COA (rev. 01/4623), Application for Certificate of Authority, which is hereby incorporated by reference, at the principal office of the bureau. In addition to the payment of the fees required by section 2311 of these rules, each application shall be accompanied by the following:

[...]

Note: Authority cited: Sections 135.4, 7606 and 7712.5, Business and Professions Code. Reference: Sections 135.4, 7613.4, 7613.5, 7652.8, 7652.10, 7653, 7712.2, 7712.4 and 7712.5, Business and Professions Code; and Section 8738.1, Health and Safety Code.

4. Amend Sections 2328.1 of Division 23 of Title 16 of the California Code of Regulations

§ 2328.1. Cemetery Manager and Crematory Manager Application Form, Abandonment, and Review Processing Time.

(a) An applicant for examination or licensure as a cemetery manager or crematory manager shall complete an application, Form 21A3 (42/4401/23).

(b) If an applicant for examination or licensure as a cemetery manager or crematory manager fails to take a required examination within twelve (12) months after being notified of eligibility, or fails to apply for licensure within twelve (12) months of being notified of passing the examination, the application or examination result shall be considered to have been abandoned. An application subsequent to the abandonment of a previous application or examination shall be considered a new application and must be accompanied by the required fees.

(c) The procedure for considering applications for examination and issuance of licenses under this section shall be as follows:

(1) The Bureau shall inform an applicant for examination or licensure as a cemetery manager or crematory manager, in writing, within fourteen (14) days of receipt whether the application is complete and acceptable for filing or is deficient and what specific information is required to complete the application.

(2) The Bureau shall make a decision within sixty (60) days after the application is deemed to be completed whether the applicant meets the requirements for licensure or examination. "Completion of an application" means that the applicant has filed a completed application form together with all required information, documentation, and fee.

(3) The minimum, median and maximum processing times for an application for examination or licensure as a cemetery manager or crematory manager from the date of acceptance and filing of the initial application until the Bureau makes a final decision on the application are:

(A) Minimum -- seven (7) days.

(B) Median -- thirty (30) days.

(C) Maximum -- sixty (60) days.

Authority cited: Section ~~96307606~~, Business and Professions Code. Reference: Sections 142(b), 9702.57651.7, 9723.47653.7, and 9787.37713.1; and 7730.7, Business and Professions Code.

5. Repeal Sections 2312, 2313, 2314, 2315, 2316, 2317, 2317.1, 2318, 2320, 2321, 2322, 2323, and 2324 of Division 23 of Title 16 of the California Code of Regulations

~~§ 2312. Cemetery Broker Original License Fee.~~

~~The cemetery broker original license fee shall be four hundred dollars (\$400).~~

~~Note: Authority cited: Sections 9630 and 9751, Business and Professions Code.
Reference: Section 9751, Business and Professions Code.~~

~~§ 2313. Cemetery Broker Re-Examination Fee.~~

~~The cemetery broker re-examination fee shall be one hundred dollars (\$100).~~

~~Note: Authority cited: Sections 9630 and 9752, Business and Professions Code.
Reference: Section 9752, Business and Professions Code.~~

~~§ 2314. Cemetery Broker License Renewal Fee.~~

~~The cemetery broker license renewal fee shall be three hundred dollars (\$300).~~

~~Note: Authority cited: Sections 9630 and 9753, Business and Professions Code.
Reference: Section 9753, Business and Professions Code.~~

~~§ 2315. Cemetery Broker Multiple Corporate Officer or Partner License Renewal Fee.~~

~~Pursuant to Sections 9754 and 9755 of the Business and Professions Code, the cemetery broker renewal license fee for a license issued to a second or additional corporate officer or partner of a partnership shall be one hundred dollars (\$100) for each license in addition to the first fee paid by the corporation or partnership.~~

~~Note: Authority cited: Sections 9630, 9754 and 9755, Business and Professions Code.
Reference: Sections 9754 and 9755, Business and Professions Code.~~

~~§ 2316. Cemetery Broker Branch Office License Fee.~~

~~The cemetery broker branch office license fee shall be one hundred dollars (\$100).~~

~~Note: Authority cited: Sections 9630 and 9760, Business and Professions Code.
Reference: Section 9760, Business and Professions Code.~~

~~§ 2317. Crematory Manager Examination, License, and Renewal Fee.~~

~~(a) The crematory manager examination fee and reexamination fee is four hundred and fifty dollars (\$450.00).~~

~~(b) The crematory manager license fee is eighty dollars (\$80.00).~~

~~(c) The annual renewal fee for the crematory manager license is eighty dollars (\$80.00).~~

~~Note: Authority cited: Section 9630, Business and Professions Code. Reference: Sections 9764.1 and 9787.2, Business and Professions Code.~~

~~§ 2317.1. Cemetery Manager Examination, License, and Renewal Fee.~~

~~(a) The cemetery manager examination fee and reexamination fee is eight hundred dollars (\$800.00).~~

~~(b) The cemetery manager license fee is eighty dollars (\$80.00).~~

~~(c) The annual renewal fee for the cemetery manager license is eighty fifty dollars (\$80.00).~~

~~Note: Authority cited: Section 9630, Business and Professions Code. Reference: Sections 9723 and 9764.2, Business and Professions Code.~~

~~§ 2318. Cemetery Salesman License Fee.~~

~~The cemetery salesman license fee shall be thirty dollars (\$30).~~

~~Note: Authority cited: Sections 9630 and 9756, Business and Professions Code. Reference: Section 9756, Business and Professions Code.~~

~~§ 2320. Cemetery Salesperson License Renewal Fee.~~

~~The cemetery salesperson license renewal fee shall be twenty five dollars (\$25).~~

~~Note: Authority cited: Sections 9630 and 9759, Business and Professions Code. Reference: Section 9759, Business and Professions Code.~~

~~§ 2321. Change of Name or Address Fee.~~

~~The fee for change of name or address on the records of the bureau shall be twenty five dollars (\$25).~~

~~Note: Authority cited: Sections 9630 and 9761, Business and Professions Code. Reference: Section 9761, Business and Professions Code.~~

~~§ 2322. Cemetery Salesperson Transfer Fee.~~

~~The fee for transfer of a cemetery salesperson's license upon change of employer shall be twenty five dollars (\$25).~~

~~Note: Authority cited: Sections 9630 and 9762, Business and Professions Code.
Reference: Section 9762, Business and Professions Code.~~

~~§ 2323. Duplicate License Fee.~~

~~The fee for a duplicate license shall be twenty five dollars (\$25).~~

~~Note: Authority cited: Sections 9630 and 9763, Business and Professions Code.
Reference: Section 9763, Business and Professions Code.~~

~~§ 2324. Reinstatement Fee.~~

~~The fee for reinstatement of a cemetery broker's license or salesperson's license within a fiscal year shall be twenty five dollars (\$25).~~

~~Note: Authority cited: Sections 9630 and 9764, Business and Professions Code.
Reference: Section 9764, Business and Professions Code.~~



CEMETERY AND FUNERAL BUREAU
 P. O. Box 989003
 WEST SACRAMENTO, CA 95798-9003
 (916) 327-3219 FAX (916) 445-8147
 1625 N. Market Blvd., S208
 Sacramento, CA 95834
 (916) 574-7870 FAX (916) 928-7988



**CEMETERY OR CREMATORY MANAGER APPLICATION FOR:
 EXAMINATION AND/OR LICENSURE**

- Cemetery Manager Examination - \$800.00
- Crematory Manager Examination - \$450.00
- Cemetery Manager License - \$80.00
- Crematory Manager License - \$80.00

SECTION A: APPLICANT INFORMATION

Last Name:		First Name:		Middle:
Residence Address: Number and Street		City	State	Zip Code
Mailing Address: (If different from above)		City	State	Zip Code
Residence Telephone No:	Daytime Telephone No:	Date of Birth:	Social Security Number:	
Are you a California resident?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a high school graduate or do you hold a high school equivalency certificate?				Yes <input type="checkbox"/> No <input type="checkbox"/>
An official copy of your high school transcript or equivalency certificate must be sent directly to the Bureau.				
Name of High School or Certifying Organization:			Year Graduated/Completed	
Address of High School or Certifying Organization:				

SECTION B: EXAMINATION INFORMATION - To be completed by examination applicants only

Have you previously taken the examination you are applying for?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, indicate previous test date(s) and location (Northern or Southern California): _____		
Where do you want to take the examination?		Northern California <input type="checkbox"/> Southern California <input type="checkbox"/>

SECTION C: LICENSE INFORMATION - To be completed by license applicants only

Have you previously passed the examination you are applying for?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, indicate the date you passed: _____		
A copy of your result letter must be submitted with this application for verification.		

For Bureau Use Only

Date Cashiered:	ATI No./SID/Date:	Examination Result:
Receipt Number:	Application Approved:	License Number Issued:
Amount Received:	Examination Scheduled/ Date:	Issuance Date:

SECTION D: BACKGROUND INFORMATION – To be completed by all applicants

Have you ever been issued a personal license by the Bureau? Yes No
If yes, provide license number(s) and issuance date(s). _____

Have you ever been employed by or associated with a business licensed by the Bureau? Yes No
If yes, provide license number(s) and association date(s). _____

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service to the Bureau? Yes No
If yes, explain for what purpose, and the approximate date. _____
If you have previously submitted a copy of your Request for Live Scan Service to the Bureau, provide ATI Number and the date fingerprinted. _____

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? Yes No
If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.
You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? Yes No
If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.

SECTION E: CERTIFICATION OF APPLICANT

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant: _____ Date: _____

Note: All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 N. Market Blvd., Ste S208, Sacramento, CA 95834, (916) 574-7870.

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(c)) authorizes the collection of your Social Security Number (SSN). The disclosure of your SSN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you. Questions regarding this requirement must be directed to the Franchise Tax Board: So. California (800) 852-7050, No. California (800) 852-5711, or Sacramento at (916) 369-0500.

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Bureau. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid per Business and Professions Code Section 31(e).



CEMETERY AND FUNERAL BUREAU
 400 R STREET, SUITE 3080
 SACRAMENTO, CA 95814
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 Sacramento, CA 95834
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**INFORMATION AND INSTRUCTIONS FOR:
 CEMETERY AND CREMATORY MANAGER APPLICATION FOR
 EXAMINATION AND/OR LICENSURE**

The attached application must be completed to apply for examination and/or licensure as a cemetery manager or crematory manager.

Legislation enacted in 2002 (SB 1952, Stats. 2002, ch. 825 & SB 17, Stats. 2002, ch. 819) requires cemetery and crematory managers to obtain a license in order to act as the responsible manager of a certificate of authority (cemetery), or a crematory.

Any person who has been examined and qualified by the Bureau to act as a cemetery manager or crematory manager prior to January 1, 2003, may, until July 1, 2004, apply for licensure with the Cemetery and Funeral Bureau (Bureau) without being reexamined.

PLEASE NOTE: After July 1, 2004, all applicants must apply for and pass the examination to obtain a cemetery manager or crematory manager license.

For more information on the requirements to be designated as a cemetery manager or crematory manager, please refer to the application "Report Designation or Change of Cemetery or Crematory Manager; or Request Approval to Share a Cemetery Manager", available on our web site at www.cfb.ca.gov, or by contacting the Bureau's Licensing Unit at (916) 327-3210 574-7870.

CEMETERY MANAGER APPLICANTS:

- An applicant for a cemetery manager license shall be at least 18 years of age, possess a high school diploma or its equivalent, shall not have committed acts or crimes constituting grounds for denial of licensure under Business and Professions Code (BPC) Section 480, shall demonstrate compliance with any training and experience requirements established by the Bureau, and shall be a resident of this state (BPC § 480 and §9723.1(b)).
- A cemetery manager is a person engaged in or conducting, or holding himself or herself out as engaged in those activities involved in, or incidental to, the maintaining, operating, or improving a licensed cemetery, the interring of human remains, and the care, preservation, and embellishment of cemetery property (BPC § 9605.1).
- No person shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a cemetery manager without holding a valid, unexpired cemetery manager license issued by the Bureau (BPC § 9723.2(a)).
- No licensed cemetery manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a cemetery manager without being employed by, or without being a corporate officer of a licensed cemetery. You may submit your application to be examined and/or licensed as a cemetery manager, however, you must be an employee or corporate officer of a licensed cemetery in order to be designated as the cemetery manager (BPC § 9723.2(b)).
- Cemetery managers must submit a written statement demonstrating two years' cemetery experience prior to being designated as a cemetery manager. Please be advised that issuance of a cemetery manager license does not satisfy this requirement and this information will be required with the application "Report Designation or Change of Cemetery or Crematory Manager; or Request Approval to Share a Cemetery Manager" (Title 16, California Code of Regulations (CCR) § 2326.1).

CREMATORY MANAGER APPLICANTS:

- An applicant for a crematory manager license shall be at least 18 years of age, possess a high school diploma or its equivalent, shall not have committed acts or crimes constituting grounds for denial of licensure under BPC Section 480, shall demonstrate compliance with any training and experience requirements established by the Bureau, and shall be a resident of this state (BPC § 9787.3(b)).
- A crematory manager is a person engaged in or conducting or holding himself or herself out as engaged in those activities involved in, or incidental to, the maintaining, or operating a licensed crematory, and the cremation of human remains (BPC § 9605.2).
- No person shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a crematory manager without holding a valid, unexpired crematory manager license issued by the Bureau (BPC § 9787.4(a)).
- No licensed crematory manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a crematory manager without being employed by, or without being a sole proprietor, partner, or corporate officer of, a licensed crematory. You may submit your application to be examined and/or licensed as a crematory manager, however, you must be an employee, sole proprietor, partner, or corporate officer of a crematory in order to be designated as the crematory manager (BPC § 9878.4(b)).

LIVE SCAN/FINGERPRINT INFORMATION – All applicants

BPC § 144(b) authorizes the Bureau to collect fingerprints to conduct background checks of applicants for licensure. For more information regarding Live Scan visit the Bureau's web site at www.cfb.ca.gov.

The following application checklist has been provided to assist you with completing this application. Direct all questions regarding this application to the Cemetery and Funeral Bureau, Licensing Unit, at (916) ~~327-3249~~ 574-7870.

APPLICATION CHECKLIST

- Have you completed each item on pages 1 and 2 of your application?
- Have you signed the application?
- Have you included the appropriate processing fee(s)?

Applicants applying to take the licensing examination may choose to submit the licensing fee at the same time as the examination fee, or wait until their examination results have been received to pay the \$80.00 licensing fee. If the licensing fee is submitted at the same time as the examination fee and you pass the examination, a license number can be issued and given to you along with your examination results.

- Have you submitted the original application? Photocopies are not accepted.
- Have you requested an official high school transcript or high school equivalency certificate be sent directly to the Bureau?

All applicants who have not previously submitted fingerprints to the Cemetery and Funeral Bureau must submit one of the following:

- Have you included your completed Request for Live Scan Service?
- Have you included a completed set (2) of fingerprints with a \$56.00 processing fee?

Mail your completed application with the appropriate processing fee to the Cemetery and Funeral Bureau:

REGULAR MAIL:
PRIORITY MAIL:

P.O. Box 989003, West Sacramento, CA 95798-9003
400 R Street, Suite 3080, Sacramento, CA 95814
1625 N. Market Blvd, Ste S208, Sacramento, CA 95834



CEMETERY OR CREMATORY MANAGER APPLICATION FOR EXAMINATION AND/OR LICENSURE

- | | |
|--|--|
| <input type="checkbox"/> Cemetery Manager Examination Fee \$800 | <input type="checkbox"/> Cemetery Manager License Fee \$130 |
| <input type="checkbox"/> Crematory Manager Examination Fee \$680 | <input type="checkbox"/> Crematory Manager License Fee \$130 |

SECTION A: APPLICANT INFORMATION

Last Name	First Name	Middle
Residence Address Number and Street	City	State Zip Code
Mailing Address (If different from above)	City	State Zip Code
Residence Telephone No	Daytime Telephone No	Date of Birth Social Security Number

Are you a California resident? Yes No

Are you a high school graduate or do you hold a high school equivalency certificate? Yes No

An official copy of your high school transcript or equivalency certificate must be sent directly to the Bureau.

Name of High School or Certifying Organization	Year Graduated/Completed
--	--------------------------

Address of High School or Certifying Organization

SECTION B: EXAMINATION INFORMATION - To be completed by examination applicants only

Have you previously taken the examination you are applying for? Yes No
 If yes, indicate previous test date(s) _____

SECTION C: LICENSE INFORMATION - To be completed by license applicants only

Have you previously passed the examination you are applying for? Yes No

If yes, indicate the date you passed _____
 A copy of your result letter must be submitted with this application for verification.

For Bureau Use Only

Date Cashiered:	ATI No./SID/Date:	Examination Result:
Receipt Number:	Application Approved:	License Number Issued:
Amount Received:	Examination Scheduled/Date:	Issuance Date:

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Have you ever been issued a personal license by the Bureau? Yes No

If yes, provide license number(s) and issuance date(s). _____

Have you ever been employed by or associated with a business licensed by the Bureau? Yes No

If yes, provide license number(s) and association date(s). _____

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service to the Bureau? Yes No

If yes, explain for what purpose, and the approximate date. _____

If you have previously submitted a copy of your Request for Live Scan Service to the Bureau, provide ATI Number and the date fingerprinted.

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? Yes No

If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.

You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country?

Yes No

If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.

SECTION E: CERTIFICATION OF APPLICANT

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant

Date

Note: All items in this application are mandatory: none are voluntary. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, (916) 574-7870.

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Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Bureau. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid per Business and Professions Code Section 31(e).



INFORMATION AND INSTRUCTIONS FOR: CEMETERY AND CREMATORY MANAGER APPLICATION FOR EXAMINATION AND/OR LICENSURE

The attached application must be completed to apply for examination and/or licensure as a cemetery manager or crematory manager.

Legislation enacted in 2002 (SB 1952, Stats. 2002, ch. 825 & SB 17, Stats. 2002, ch 819) requires cemetery and crematory managers to obtain a license in order to act as the responsible manager of a certificate of authority (cemetery), or a crematory.

Any person who has been examined and qualified by the Bureau to act as a cemetery manager or crematory manager prior to January 1, 2003, may, until July 1, 2004, apply for licensure with the Cemetery and Funeral Bureau (Bureau) without being reexamined.

PLEASE NOTE: After July 1, 2004, all applicants must apply for and pass the examination to obtain a cemetery manager or crematory manager license.

For more information on the requirements to be designated as a cemetery manager or crematory manager, please refer to the application "Report Designation or Change of Cemetery or Crematory Manager; or Request Approval to Share a Cemetery Manager", available on our website at www.cfb.ca.gov, or by contacting the Bureau's Licensing Unit at (916) 574-7870.

CEMETERY MANAGER APPLICANTS:

- An applicant for a cemetery manager license shall be at least 18 years of age, possess a high school diploma or its equivalent, shall not have committed acts or crimes constituting grounds for denial of licensure under Business and Professions Code (BPC) Section 480, shall demonstrate compliance with any training and experience requirements established by the Bureau, and shall be a resident of this state (BPC § 480 and § 9723.1(b)).
- A cemetery manager is a person engaged in or conducting, or holding himself or herself out as engaged in those activities involved in, or incidental to, the maintaining, operating, or improving a licensed cemetery, the interring of human remains, and the care, preservation, and embellishment of cemetery property (BPC § 9605.1).
- No person shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a cemetery manager without holding a valid, unexpired cemetery manager license issued by the Bureau (BPC § 9723.2(a)).
- No licensed cemetery manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities or a cemetery manager without being employed by, or without being a corporate officer of a licensed cemetery. You may submit your application to be examined and/or licensed as a cemetery manager, however, you must be an employee or corporate officer of a licensed cemetery in order to be designated as the cemetery manager (BPC § 9723.2(b)).
- Cemetery manager must submit a written statement demonstrating two years' cemetery experience prior to being designated as a cemetery manager. Please be advised that issuance of a cemetery manager license does not satisfy this requirement and this information will be required with the application "Report Designation or Change of Cemetery or Crematory Manger; or Request Approval to Share a Cemetery Manager" (Title 16, California Code of Regulations (CCR) § 2326.1.)

LM
per agency
request
2/2/23



CREMATORY MANAGER APPLICANTS:

- An applicant for a crematory manager license shall be at least 18 years of age, possess a high school diploma or its equivalent, shall not have committed acts or crimes constituting grounds for denial of licensure under BPC Section 480, shall demonstrate compliance with any training and experience requirements established by the Bureau, and shall be a resident of this state (BPC § 9787.3(b)).
- A crematory manager is a person engaged in or conducting or holding himself or herself out as engaged in those activities involved in, or incidental to, the maintaining, or operating a licensed crematory, and the cremation of human remains (BPC § 9605.2).
- No person shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a crematory manager without holding a valid, unexpired crematory manager license issued by the Bureau (BPC § 9787.4(a)).
- No licensed crematory manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a crematory manager without being employed by, or without being a sole proprietor, partner, or corporate officer of, a licensed crematory. You may submit your application to be examined and/or licensed as a crematory manager, however, you must be an employee, sole proprietor, partner, or corporate officer of a crematory in order to be designated as the crematory manager (BPC § 9878.4(b)).

LIVE SCAN/FINGERPRINT INFORMATION – All Applicants

BPC § 144(b) authorizes the Bureau to collect fingerprints to conduct background checks of applicants for licensure. For more information regarding Live Scan visit the Bureau’s web site at www.cfb.ca.gov.

The following application checklist has been provided to assist you with completing this application. Direct all questions regarding this application to the Cemetery and Funeral Bureau, Licensing Unit, at (916) 547-7870.

APPLICATION CHECKLIST

- Have you completed each item on pages 1 and 2 of your application?
- Have you signed the application?
- Have you included the appropriate processing fee(s)?

Applicants applying to take the licensing examination may choose to submit the licensing fee at the same time as the examination fee, or wait until their examination results have been received to pay the \$130.00 licensing fee. If the licensing fee is submitted at the same time as the examination fee and you pass the examination, a license number can be issued and given to you along with your examination results.

- Have you submitted the original application? Photocopies are not accepted.
- Have you requested an **official** high school transcript or high school equivalency certificate be sent directly to the Bureau?

All applicants who have not previously submitted fingerprints to the Cemetery and Funeral Bureau must submit one of the following:

- Have you included your completed Request for Live Scan Service?
- Have you included a completed set (2) of fingerprints with a \$56.00 processing fee?

Mail your completed application with the appropriate processing fee to the Cemetery and Funeral Bureau:

REGULAR MAIL: P.O. Box 989003, West Sacramento, CA 95798-9003
PRIORITY MAIL: 1625 N. Market Blvd, Suite S-208, Sacramento, CA 95834

LM
per agency
request
2/2/23



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • ~~Governor Edmund G. Brown Jr~~ GAVIN NEWSOM, GOVERNOR
CEMETERY AND FUNERAL BUREAU
 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834
 P (916) 574-7870 | F (916) 928-7988 | www.cfb.ca.gov



LM
per agency
request
2/2/23

APPLICATION FOR CERTIFICATE OF AUTHORITY
 Application Fee \$400750 ~~-00-~~

ADOPT

COA NUMBER ISSUED

SECTION A: CEMETERY INFORMATION				
NAME OF CEMETERY			LICENSE NUMBER (if applicable) COA	
NEW NAME OF CEMETERY (if different than above)			FEIN NUMBER	
ADDRESS OF CEMETERY		CITY	STATE CA	ZIP CODE
MAILING ADDRESS (if applicable)		CITY	STATE	ZIP CODE
PHONE NUMBER ()		FAX NUMBER ()		
DATE OF SALE (if applicable)		EMAIL ADDRESS (not required)		
SECTION B: NAME OF APPLICANT (Attach Corporate Resolution or Operating Agreement delegating authority to applicant)				
LAST NAME		FIRST NAME	PHONE NUMBER (if different than above) ()	
SECTION C: NAME OF DESIGNATED CEMETERY MANAGER				
LAST NAME		FIRST NAME	LICENSE NUMBER CEM	EXPIRATION DATE
APPROVAL TO SHARE CEMETERY MANAGER (If applicable, must be under common ownership and within 60 miles of main office)				
Designated cemetery manager is also managing the following licensed cemeteries:		COA	COA	COA
NAME OF CEMETERY DESIGNATED AS THE MAIN OFFICE (if applicable)		LICENSE NUMBER (if applicable) COA		
ADDRESS OF CEMETERY		CITY	STATE CA	ZIP CODE
SECTION D: CORPORATION / LIMITED LIABILITY COMPANY				
NAME OF CORPORATION OR LIMITED LIABILITY COMPANY (as listed on the Articles of Incorporation or Articles of Organization)				
ADDRESS OF PRINCIPAL OFFICE		CITY	STATE	ZIP CODE
INCORPORATED IN STATE OF (for Corporation)		DATE INCORPORATED (for Corporation)		
STATE OR PLACE OF ORGANIZATION (for Limited Liability Company)		SECRETARY OF STATE FILE NUMBER (for Limited Liability Company)		
FOR BUREAU USE ONLY				
DATE CASHIERED	AMOUNT CASHIERED	ATS ID NUMBER	RECEIPT NUMBER	DATE COMPLETED

SECTION E: CORPORATE OFFICERS / LIMITED LIABILITY COMPANY MEMBERS

(List all corporate officers and limited liability company members. Attach additional pages if needed.)

TITLE	LAST NAME	FIRST NAME	MIDDLE INITIAL

ALL CORPORATE OFFICERS AND LIMITED LIABILITY COMPANY MEMBERS ARE REQUIRED TO SUBMIT A CERTIFICATION AFFIDAVIT**SECTION F: TRUSTEES**

(List all trustees, only one trustee can be an officer or employee of the corporation. Attached additional pages if needed.)

TITLE	LAST NAME	FIRST NAME	MIDDLE INITIAL

ALL TRUSTEES ARE REQUIRED TO SUBMIT A CERTIFICATION AFFIDAVIT**SECTION G: CERTIFICATION OF APPLICANT**

I certify under penalty of perjury, under the laws of the State of California, that all information provided on this form is true and correct.

SIGNATURE_____
DATE_____
PRINT NAME_____
TITLE

Note: The information solicited on this form is required pursuant to Business and Professions Code sections 7651.5 and 7652.8. All items on this form are mandatory; none are voluntary, unless indicated. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code section 1798.17 (Information Practice Act), the Bureau Chief of the Cemetery and Funeral Bureau is responsible for maintaining information on this form. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, (916) 574-7870.

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Bureau. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid per Business and Professions Code section 31(e).