



APPLICATION FOR ASSIGNMENT OF FUNERAL ESTABLISHMENT
APPLICATION FEE \$560

SECTION A: FUNERAL ESTABLISHMENT INFORMATION										
Name of Funeral Establishment					License Number FD		Expiration Date			
New Name of Funeral Establishment (if different than above)					E-mail Address (not required)					
Address of Funeral Establishment					City		State CA	Zip Code		
Mailing Address of Funeral Establishment (if applicable)					City		State	Zip Code		
Phone Number			Fax Number		E-mail Address (Not required)					
Name of Establishment Designated as the Main Office (required only if sharing manager or preparation and/or storage)					License Number FD		Miles from FD listed in Section A			
Address of Main Office				City		State CA		Zip Code		
SECTION B: NAME OF APPLICANT (if corporation, submit a resolution delegating authority to applicant to submit the application)										
Last Name			First			Telephone Number (if different than above)				
SECTION C: NAME OF DESIGNATED FUNERAL DIRECTOR										
Last Name			First			License Number FDR		Expiration Date		
Sharing Funeral Director (if applicable, must be under common ownership, and within 60 miles of main office)										
Designated Funeral Director have also been approved to manage the following licensed Funeral Establishments.			FD #	FD #	FD #	FD #	FD #			
SECTION D: LOCATION OF PREPARATION AND STORAGE					APPOVAL TO SHARE					
Storage on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to both, proceed to Section E					Preparation on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Address of Preparation and/or Storage (if different from establishment address)					Sharing: <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Storage <input type="checkbox"/> Preparation or <input type="checkbox"/> Both Street _____ City _____ Zip _____					FD #	Miles From Main Office	Under Common Ownership: <input type="checkbox"/> Yes <input type="checkbox"/> No No , submit contractual agreement			
<input type="checkbox"/> Storage <input type="checkbox"/> Preparation or <input type="checkbox"/> Both Street _____ City _____ Zip _____					FD #	Miles From Main Office	Under Common Ownership: <input type="checkbox"/> Yes <input type="checkbox"/> No No , submit contractual agreement			
FOR BUREAU USE ONLY										
Date Cashiered		Amount Received			ATS ID Number			Receipt Number		
Affidavit's Received	Common Ownership Checked	Within 60 Miles	Inspection Notice Sent (If applicable)	Application Approved	Relate License	Statues/Notes Screen	New Establishment License Ordered	Duplicate Manager License Ordered (If required)		

SECTION E: OWNERSHIP (INDIVIDUAL, PARTNERSHIP OR CORPORATION)

Effective Date of Sale	FEIN Number
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If owner is an **INDIVIDUAL**, complete the following:

Last Name	First	Middle Initial
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ATTACH A COMPLETED CERTIFICATION AFFIDAVIT WITH THIS APPLICATION.

If owner is a **PARTNERSHIP** – List all general partners (Submit a partnership agreement, attach additional pages as needed)

Last Name	First	Middle Initial	% Owned

ATTACH A COMPLETED CERTIFICATION AFFIDAVIT FOR EACH PARTNER.

If owner is a **CORPORATION**, complete the following (attach a copy of the articles of incorporation)

Name of Corporation (exact name as shown on Articles of Incorporation)			
Address (If different than establishment address)	City	State	Zip
Incorporated in State of	Date Incorporated		

CORPORATE OFFICERS – List the top 4 Senior Officers of the Corporation

Title	Last Name	First Name	Middle Initial
President			
Vice President			
Treasurer			
Secretary			

ATTACH A COMPLETED CERTIFICATION AFFIDAVIT FOR EACH OFFICER.**SECTION F: FUNERAL TRUST FUNDS PRENEED REPORTING**

This funeral establishment has: (check one)

- No Preneed trust accounts. (submit a completed preneed funeral trust fund declaration of non reporting status)
- Preneed trust accounts but they are non-reportable. (SUBMIT a completed preneed funeral trust fund declaration of non reporting status)
- Has reportable Preneed trust accounts. (SUBMIT a trust fund report up to the date of sale)

SECTION G: TRUSTEE’S (If applicable, only one Trustee can be an employee or officer of the funeral establishment)

Last Name	First Name	Middle Initial

ATTACH A COMPLETED CERTIFICATION AFFIDAVIT FOR EACH TRUSTEE.

SECTION H: CERTIFICATION OF ASSIGNEES (Buyers)

We/I desiring to transact the business of a Funeral Establishment within the State of California, hereby make application for the assignment of the funeral establishment listed on page 1 of this application, pursuant to the provisions of Section 7630 of the California Business and Professions Code.

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	Print Name	Title	Date
Signature	Print Name	Title	Date
Signature	Print Name	Title	Date

SECTION I: ASSIGNORS (Sellers)

I/We, the present holders of the Funeral Establishment License Number _____, hereby consent to the above-referenced assignment and relinquish all my/our right, title, and interest in the said license. It is understood that the assignor(s), pending approval of this application, is/are responsible under the above named License Number. I/We certify under penalty of perjury that the foregoing is true and correct.

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	Print Name	Title	Date
Signature	Print Name	Title	Date
Signature	Print Name	Title	Date

SECTION J: ESTATE (For use if Assignment is from an Estate, submit the death certificate, copies of the probate court’s testamentary letters, and the probate court’s interim or final disposition papers with this application.)

Signature of Executor/Trix of Estate	Print Name	Date
Signature of Executor/Trix of Estate	Print Name	Date

SECTION K: CREMATED REMAINS CERTIFICATION

The funeral establishment identified on page one of this application has disposed of all cremated remains, which have been in my/our custody and that at this time there are no cremated remains on the premises.

Signature of Assignee	Print Name	Date
Signature of Assignor	Print Name	Date

SECTION L: 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	Title	Date
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Note: The information solicited on this form is required pursuant to Business and Professions Code Section 7630. All items in this application are mandatory; none are voluntary, unless stated. 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.

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



CERTIFICATION AFFIDAVIT

I AM COMPLETING THIS AFFIDAVIT AS A:				
<input type="checkbox"/> SOLE OWNER <input type="checkbox"/> PARTNER <input type="checkbox"/> CORPORATE OFFICER <input type="checkbox"/> LIMITED LIABILITY COMPANY MEMBER <input type="checkbox"/> TRUSTEE				
NAME OF FUNERAL ESTABLISHMENT, CEMETERY, CREMATORY, CORPORATION, OR LIMITED LIABILITY COMPANY				
PHONE NUMBER		FAX NUMBER		LICENSE NUMBER OF FD, COA, OR CR (If applicable)
LAST NAME		FIRST NAME		MIDDLE INITIAL
ADDRESS		CITY		STATE ZIP CODE
DATE OF BIRTH		SOCIAL SECURITY NUMBER		TITLE (If applicable)
Have you previously submitted Live Scan Service to the Cemetery and Funeral Bureau? If yes, explain for what purpose: _____ If no, submit a copy of your Request for Live Scan Service form verifying that fingerprints have been scanned and all applicable fees have been paid along with this application.				<input type="checkbox"/> YES <input type="checkbox"/> NO
Business and Professions Code section 135.4 provides that the Cemetery and Funeral Bureau must expedite, and may assist, the initial licensure process for certain applicants described below. Do any of the following statements apply to you: <ul style="list-style-type: none"> • You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code; • You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or, • You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government. If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.				<input type="checkbox"/> YES <input type="checkbox"/> NO
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 the United States, its territories, or a foreign country? If yes, please attach an explanation that includes license type, action, company name (if applicable), year of action, and state, territory, or country.				<input type="checkbox"/> YES <input type="checkbox"/> NO
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 _____	
<small>Note: 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: Southern California (800) 852-7050, Northern California (800) 852-5711, or Sacramento (916) 369-0500.</small>				
<small>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).</small>				
FOR BUREAU USE ONLY				
FINGERPRINTS ON FILE	LIVE SCAN RESULTS RECEIVED	APPROVED BY	ENFORCEMENT APPROVAL	DATE



INFORMATION AND CHECK LIST FOR COMPLETING AN ASSIGNMENT APPLICATION

The attached application must be completed when a funeral establishments changes ownership, incorporates, adds a partner, or when the owner dies leaving the funeral establishment as all or part of an estate.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ASSIGNMENT

Section A: Funeral Establishment Information

Section B: Name of Applicant (person submitting the application, on behalf of themselves, a partnership or a corporation)

Section C: Designate a Funeral Director (if sharing the designated funeral director list all additional establishments the funeral director has been approved to manage.)

Section D: Location of Preparation and/or Storage (state if onsite, if not, address of preparation and/or storage and if sharing who are you sharing with (if not under common ownership, submit a contractual agreement with this application))

Section E: Ownership (state if you are filling as a Individual, a partnership or a corporation, fill out the corresponding information (a certification affidavit must be submitted for individual owners, partners or corporate officers)

Section F: Funeral Trust Fund Preneed Reporting (check one and submitted the required form up to the date of sale)

Section G: Trustees (to be completed only if you plan to have individual trustees, a certification affidavit must be submitted for each trustee)

Section H: Certification of Assignees (Buyers)

Section I: Certification of Assignors (Sellers)

Section J: Estate (for use if assignment if from an Estate, submit a death certificate, copies of the probate court's testamentary letters, and the probate courts interim or final disposition papers with this application)

Section K: Cremated Remains Certification

Section L: Certification of Applicant

CHECK LIST

- A completed application with the required fees.
- A copy of the articles of incorporation if a corporation (include a corporate resolution specifically authorizing the applicant to pursue the application on behalf of the corporation).
- A copy of a Partnership agreement if a partnership.
- Include a certification affidavit for each owner, partner, corporate officer and trustee.
- If you are sharing preparation and/or storage and it is not under common ownership, submit a contractual agreement with the establishment you are sharing with.
- A completed preneed funeral trust fund declaration of non-reporting status or a trust fund report up to the date of sale.
- Return the original wall license (keep the renewal to show your license is current).
- Submit a copy of the sales agreement.

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NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Department of Consumer Affairs Cemetery and Funeral Bureau (Bureau) collects the personal information requested on this form in accordance with Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 144, 144.5, 480, the Cemetery and Funeral Act (BPC section 7600, et. seq.), and the Information Practices Act (Civ. Code section 1798, et seq.). The Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing and reporting standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the application and/or form. The Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

Failure to provide any of the requested information will result in the application being deemed incomplete pursuant to California Code of Regulations, title 16, sections 1254, 2328 and 2329. Incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies.

In addition, BPC sections 30 and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(C)) authorize the collection of your Federal Employer Identification Number (FEIN) or Social Security Number (SSN) at the time of licensure. The information will be used for purposes of tax or child support enforcement, and verification of licensure and examination status. If you fail to disclose your FEIN or SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.

Access to Personal Information

The Bureau is responsible for maintaining the information contained within this application. You may request a copy of or review the records maintained by the Bureau that contain your personal information, as permitted by the Information Practices Act. You may submit your request to the Bureau's Custodian of Records listed in the contact information section below.

Possible Disclosure of Personal Information

The Bureau makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed under the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250, et seq.),
- To another government agency as required by state or federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at emailcfb@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at dca@dca.ca.gov.