



**APPLICATION FOR CHANGE IN LOCATION OF FUNERAL ESTABLISHMENT
 AND/OR REQUEST APPROVAL TO SHARE PREPARATION AND/OR STORAGE ROOM
 APPLICATION FEE \$470**

<input type="checkbox"/> Change of Location of Funeral Establishment (Complete Sections A, C, E, F and if applicable B and D)			<input type="checkbox"/> Request Approval to Change/Share Location of Preparation and/or Storage Room (Complete Sections A,B, D, E and F)		
SECTION A: APPLICANT INFORMATION					
Name of Funeral Establishment			License Number FD		Expiration Date
Present Establishment Address		City	State CA	Zip Code	
Telephone Number ()		Fax Number ()	Email Address (Not required)		
<i>Please indicate below if <input type="checkbox"/> Present Preparation and/or <input type="checkbox"/> Storage Address is different than above:</i>					
Name and address of shared establishment		City	Zip Code	License Number FD	
SECTION B: MANAGING FUNERAL DIRECTOR					
Last Name		First		License Number FDR	
SECTION C: DESIGNATED MAIN OFFICE (To be completed only if requesting approval to share preparation and/or storage)					
Name of Establishment			License Number FD		Miles from FD listed in Section A
SECTION D: NEW ESTABLISHMENT LOCATION (To be completed only if funeral establishment is moving to another location.)					
New Establishment Address		City	Zip Code		
Preparation and Storage on Site <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION E: NEW LOCATION OF PREPARATION AND/OR STORAGE (To be complete only if the funeral establishment is changing it's preparation and/or storage address)					
Name of Establishment (if applicable)			Miles from Main Office (if applicable)		License Number FD
Address		City		Zip Code	
Use of Facility <input type="checkbox"/> Preparation and/or <input type="checkbox"/> Storage		If requesting approval to share, are the establishments under Common Ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No, Submit a contractual Agreement with this application.			
SECTION F: CERTIFICATION (This certification must be signed by the owner, if a sole proprietorship; a partner, if a partnership; or a corporate officer, if a corporation, or the designated managing funeral director.)					
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			Date
FOR BUREAU USE ONLY					
Date Cashiered		Amount Received		ATS ID Number	
				Receipt Number	
Common Ownership Checked	Within 60 Miles	Inspection Notice Sent	Application Approved	Status Screen	Notes Screen
					New Establishment License Ordered (If applicable)
License Mailed					



**INFORMATION AND INSTRUCTIONS FOR APPLICATION FOR:
CHANGE IN LOCATION AND REQUEST FOR
APPROVAL TO SHARE PREPARATION AND/OR STORAGE**

To be completed when a funeral establishments changes location of it main office and/or preparation and/or storage.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CHANGE IN LOCATION

Section A: Applicant Information (to be completed by all applicants)

Section B: Name and FDR license number of Managing Funeral Director (to be completed by all applicants)

Section C: Designated Main Office (to be completed only if requesting approval to share preparation and/or storage)

Section D: New location of Establishment (to be completed only if your establishment is moving)

Section E: New location of Preparation and/or Storage (to be completed only if you are changing location of your preparation and/or Storage)

Section F: Applicant Certification (to be completed by all applicants)

CONDITIONS THAT MUST BE MEET FOR APPROVAL TO SHARE PREPARATION AND STORAGE

A licensed funeral establishment may share a preparation and/or a storage room with other licensed funeral establishments, upon approval by the Board, under the following conditions, per California Code of Regulations Section 1223.1:

- (a) The licensed funeral establishments are under common ownership or have a contractual agreement to share a preparation and/or storage room;
- (b) The common owners have designated one funeral establishment as the main office as defined in Section 1204(c)(2);
- (c) The remaining establishments or the establishments using the facilities of the main office are within a 60 mile radius of the main office;
- (d) The licensed funeral establishment in which the common storage room is located has designated a separate labeled area within the storage room for each of the establishments using its facilities and has sufficient capacity to accommodate each licensee using the space;
- (e) An identification and labeling system shall be in place to effectively identify the human remains being prepared and/or stored in the facilities;
- (f) The facilities meet the requirements as specified in Section 7616 of the Business and Professions Code and have passed inspection by the Board to determine its suitability for shared purposes;
- (g) A licensed funeral establishment requesting permission from the Board to share their preparation and/or storage room must make a request, in writing, on a form provided by the Board. An inspection will then be scheduled and completed to ensure that the above mentioned conditions have been met before the establishment can begin sharing its facilities.

***** When preparation and storage will be at two separate locations, two applications need to be filed. *****

For Change in Location applicants only: Please return the Funeral Establishment's Original Wall License Certificate with this application. Keep the renewal on the wall to show your license is current.

CEMETERY AND FUNERAL BUREAU

1625 North Market Blvd., Suite S-208, Sacramento, CA 95834

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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.