



CEMETERY AND FUNERAL BUREAU
 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 Cemetery Manager License – \$80.00
 Crematory Manager Examination – \$450.00 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). _____				
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
1625 N. Market Blvd., S208
Sacramento, CA 95834
(916) 574-7870 FAX (916) 928-7988



**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) 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) 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
1625 N. Market Blvd, Ste S208, Sacramento, CA 95834