

**CEMETERY AND FUNERAL BUREAU**

P. O. Box 989003

WEST SACRAMENTO, CA 95798-9003

(916) 574-7870 FAX (916) 574-8620



**APPLICATION FOR CHANGE IN LOCATION OF FUNERAL ESTABLISHMENT
AND/OR REQUEST APPROVAL TO SHARE PREPARATION AND/OR STORAGE ROOM
APPLICATION FEE \$250.00**

<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>			
Different Preparation and/or Storage Address		City	Zip Code
			License Number FD
SECTION B: 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
Address		City	State CA
			Zip Code
SECTION C: 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 D: 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 E: MANAGING FUNERAL DIRECTOR			
Last Name		First	License Number FDR
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



CEMETERY AND FUNERAL BUREAU

1625 North Market Blvd., Ste. S-208
 Sacramento, CA 95834
 (916) 574-7870 Fax (916) 574-8620



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

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

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

Section E: Ownership (to be completed by all applicants)

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

Section G: 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.******