



**CEMETERY AND FUNERAL BUREAU**

1625 N. Market Blvd., Suite S-208, Sacramento, CA 95834  
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## Cemetery Salesperson Application Instructions and Checklist

To be *eligible* to apply for licensure as a **cemetery salesperson**, you must meet the following requirements:

- Be employed by a licensed cemetery broker.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

### Check List

- Have you completed each item on your application?
- Have both you and your broker signed the application?
- Have you included a \$60.00 application fee?
- Have you submitted the original signed application?
- Have you included your completed Request for Live Scan Service Form, if required?

### Important Information

Cemetery salesperson licenses are only valid to the broker and the location for which they are issued. A change of your employing broker or the location where you work requires you to submit a Transfer Application with a \$50 processing fee.

The license term is one year, the renewal fee is \$50; a delinquent renewal is \$75. All salesperson licenses expire on June 30<sup>th</sup>, of each year.

Do not submit a Transfer Application for a change of residence address. If you have a change of residence address, notify the Bureau in writing. Include the following information: your name, license number, new address, previous address, date of birth and your signature.

Direct all questions regarding your application to the Cemetery and Funeral Bureau, Licensing Unit at [emailcfb@dca.ca.gov](mailto:emailcfb@dca.ca.gov) or the address and telephone number listed above. Mail your application, and all requested items to:

**REGULAR MAIL:** P.O. Box 989003, West Sacramento, CA 95798-9003



**APPLICATION FOR CEMETERY SALESPERSON LICENSE**

**APPLICATION FEE \$60.0**

**LICENSE NUMBER ISSUED**  
**CES**

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<b>SECTION A: APPLICANT INFORMATION</b>					
Last Name		First Name		Middle Initial	
Residence Address		City		State CA	Zip Code
Residence Telephone Number	Daytime Telephone Number	Date of Birth	Social Security Number		
Email Address (Required)			<b>All cemetery salesperson licenses expire on June 30 of each year.</b>		
<b>SECTION B: BROKER INFORMATION</b>					
Employing Broker (enter the Broker's name not the business name)			Broker's License number		
Name of Business			License Number (If applicable) COA		
Address		City		State CA	Zip Code
Mailing Address (if different than above)		City		State CA	Zip Code
Telephone Number of Broker		Email Address of Contact Person			
Name of Contact Person (for questions regarding this application)			Telephone Number of Contact Person		
<b>SECTION C: EMPLOYING BROKER CERTIFICATION</b>					
I hereby certify under penalty of perjury under the laws of the State of California that I am a licensed Cemetery Broker. I request the Cemetery and Funeral Bureau to issue the person named in this application a license as a Cemetery Salesperson in my employ. I certify that if a license is issued, I will exercise a careful supervision over the salesperson's cemetery activities while so employed.					
<b>Signature of Broker</b>			<b>Date</b>		
<b>FOR BUREAU USE ONLY</b>					
Date Cashiered	Amount Cashiered	ATS Number		Receipt Number	
SID Number/On file with	Broker Check	Enforcement Check	Issuance Date		

**SECTION D: APPLICANT BACKGROUND INFORMATION**

Has the Cemetery and Funeral Bureau ever issued you a personal license? Yes  No

**If yes**, provide license type(s), number(s) and date(s) issued. \_\_\_\_\_

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service form to the Cemetery and Funeral Bureau for a Cemetery Salesperson license? Yes  No

**If yes**, input the ATI number from the Request for Live Scan Service form: \_\_\_\_\_

**If no**, submit a copy of your completed Request for Live Scan Service form, along with this application, verifying that fingerprints have been scanned and all applicable fees have been paid.

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: SPECIAL CONSIDERATIONS**

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.

YES

Do any of the following statements apply to you:

NO

- 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.

You may qualify for expedited processing of your application if any of the below apply.

YES

- I served as an active duty member of the Armed Forces of the United States and was honorably discharged. I am submitting an application for licensure and request my application be expedited pursuant to Business and Professions Code section 115.4(a).
- I am an applicant who is an active duty member of the US Armed Forces enrolled in the US Department of Defense SkillBridge program and request my application to be expedited pursuant to Business and Profession Code section 115.4(b).
- I served in the Armed Forces of the United States and have education, training, and/or experience which I believe is transferable towards licensure requirements. I am submitting an application for licensure and request the Bureau consider my military education, training, and/or experience pursuant to Business and Professions Code section 35.
- I am married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders and hold a current and active license in another state, district, or territory. I am submitting an application for licensure and request my application be expedited and to waive the licensure application fee and the initial or original license fee charged pursuant to Business and Professions Code section 115.5.

NO

If yes, you must attach an explanation or documentation (i.e. honorable discharge, SkillBridge approval document, marriage certificate or certified declaration/registration of domestic partnership).

More information can be found on the [CFB Military Information](#) page or email the Department of Consumer Affairs at [military@dca.ca.gov](mailto:military@dca.ca.gov).

**SECTION F: APPLICANT CERTIFICATION**

A salesperson license entitles you to act as a cemetery salesperson for the broker named on this application at the address shown. It does not entitle you to work for any other broker or any other office of your employing broker.

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

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