



## FUNERAL DIRECTOR INFORMATION AND CHECK LIST

A funeral director (1) prepares for the transportation, burial, or disposal of human remains; (2) directs and supervises others who perform those functions; (3) maintains an establishment for the transportation, disposition, or care of human remains; (4) may use, in connection with his or her name, the words "funeral director," "undertaker," "mortician," or similar title; and (5) must be employed by, or be the proprietor of, a licensed funeral establishment.

### To be eligible to apply for licensure as a funeral director, you must meet the following requirements:

- Be 18 or older.
- Possess an Associate in Arts or Associate in Science degree, or equivalent.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

### To apply for licensure as a funeral director, submit the following:

- A completed application form and a filing fee of \$100  
*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 \$200.00 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.*
- Official Transcripts sent directly from your educational institution(s)  
*The Cemetery and Funeral Bureau requires official transcripts. "Official Transcripts" are transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834.*
- Copy of request for Live Scan service form verifying that fingerprints have been scanned and all applicable fees have been paid

#### ***Exceptions to this requirement:***

- *You have an active license as a Cemetery Manager, Crematory Manager, Embalmer, Funeral Director or an Apprentice Embalmer Certificate.*
- *You have submitted Live Scan as an officer, owner or board trustee of a Funeral Establishment.*
- *You have submitted Live Scan as an officer or owner of a Crematory or Cemetery after November 1, 2002.*
- *You applied for licensure after November 1, 2002 and hold a current Cemetery Salesperson, Cremated Remains Disposer or a Cemetery Broker License.*

The license term is one year, the renewal fee is \$200, and the late fee is \$100.

For additional information about licensure as a funeral director, call the Bureau's Licensing Unit at (916) 574-7874.



**APPLICATION FOR FUNERAL DIRECTOR EXAMINATION AND LICENSE FEE**

**Application and Examination Fee \$100**

**License Fee \$200**

**LICENSE NUMBER ISSUED  
FDR**

**SECTION A: APPLICANT INFORMATION**

Last Name		First		Middle Initial
Residence Address		City	State	Zip Code
Mailing Address (If different from above)		City	State	Zip Code
Address you want printed on your license (If applicable)		City	State	Zip Code
Residence Telephone Number ( )		Daytime Telephone Number ( )		
Date of Birth		Social Security Number		
E-mail Address (Not required)		Former Name (If applicable)		

**SECTION B: EDUCATION INFORMATION**

To sit for the Funeral Director's exam you must possess an Associate in Arts or Associate in Science, or higher degree or the equivalent of 60 college units as recognized by the Western Association of Colleges and Universities, or any nationally recognized accrediting body of colleges and universities.

Have you requested "Official Transcripts" be sent to the Bureau?

Yes  No **If no, you will not be issued a license until the Bureau receives "Official Transcripts" and all other requirements for licensure have been met.**

*"Official Transcripts" are transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Ste. S-208, Sacramento, CA 95834*

**SECTION C: EXAMINATION INFORMATION**

Have you previously taken the examination you are applying for? No  Yes

If yes, indicate previous test date(s) \_\_\_\_\_

Are you applying to take more than one exam on the same date? No  Yes

If yes, what other exam have you applied to take? \_\_\_\_\_

**FOR BUREAU USE ONLY**

Date Cashiered	Amount Cashiered	ATS Number		Receipt Number
SID Number/On File With	Enforcement Check	Official Transcripts Received	Exam Results	Date License Issued

**SECTION D: BACKGROUND INFORMATION**

Have you ever been issued a personal license by the Cemetery and Funeral Bureau? 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 to the Cemetery and Funeral Bureau? Yes  No

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

If yes, explain for what purpose \_\_\_\_\_

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: APPLICANT CERTIFICATION**

*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:** The information solicited on this form is required pursuant to Business and Professions Code Section 7618 and 7619. All items in this application are mandatory; none are voluntary, unless indicated. 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.

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.



**SUPPLEMENTAL APPLICATION FOR LICENSURE**

Applicants for the following licensure categories must complete and submit this form with their application.

- Funeral Director
- Cemetery Manager
- Crematory Manager
- Embalmer
- Cemetery Broker
- Cremated Remains Disposer
- Apprentice Embalmer
- Cemetery Salesperson

<b>APPLICANT INFORMATION</b>			
LAST NAME	FIRST NAME	MIDDLE INITIAL	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER (optional) (      )	SSN OR ITIN		
FORMER NAME ON LICENSE (if applicable)	LICENSE(S) APPLYING FOR		
<b>BACKGROUND INFORMATION:</b>			
Have you ever served in the United States Military?  If yes, you may qualify for expedited processing of your application. Any experience or education received while serving in the military may be eligible to be applied towards licensure requirements. While responding is optional, you must respond to the question to qualify.			<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the United States, its territories, or a foreign country? This includes every citation, infraction, misdemeanor and/or felony, including traffic violations.  If yes, you can 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.  NOTE: Convictions that were adjudicated in the juvenile court or convictions two years or older under Health and Safety Code section 11357(b), (c), (d), (e) or section 11360(b) or criminal charges dismissed under Penal Code section 1000.3, should NOT be reported. All other convictions and convictions that were dismissed from the records of the court or set aside pursuant to section 1203.4, 1203.4a, or 1203.41 of the Penal Code or equivalent non-California law MUST be disclosed.  Proof of Dismissal: If you have obtained a dismissal of your conviction(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit a certified copy of the court order dismissing the conviction(s) with your application.			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>CERTIFICATION OF APPLICANT</b>			
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	



## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### Collection and Use of Personal Information

The Cemetery and Funeral Bureau (Bureau) of the Department of Consumer Affairs collects the personal information requested on this form in accordance with Business and Professions Code (BPC) sections 30, 35, 114.3, 114.5, 115.4, 115.5, 144, 480, Cemetery and Funeral Act (BPC section 7600 et. seq.), and the Information Practices Act. 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.

### Access to Personal Information

You may review the records maintained by the Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- 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](mailto: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](mailto:dca@dca.ca.gov).