



EMBALMER INFORMATION AND CHECKLIST

Business and Professions Code Section 7643 defines the requirements for licensure as an embalmer as follows:

In order to qualify for a license as an **embalmer**, the applicant shall comply with the following requirements:

7643. In order to qualify for a license as an embalmer, the applicant shall comply with all of the following requirements:

- (a) Be over 18 years of age.
- (b) Not have committed acts or crimes constituting grounds for denial of licensure under Section 480.
- (c) Have completed at least two years of apprenticeship under an embalmer licensed and engaged in practice as an embalmer in this state in a funeral Establishment which shall have been approved for apprentices by the bureau and while so apprenticed shall have assisted in embalming not fewer than 100 human remains; provided, however, that a person who has been licensed and has practiced as an embalmer for a minimum of three years within the seven years preceding his or her application in any other state or country and whose license has never been suspended or revoked for unethical conduct shall not be required to serve any apprenticeship in this state.
- (d) Have graduated from a mortuary science program approved by the bureau and accredited by the American Board of Funeral Service Education, or its equivalent, as determined by the bureau, and furnished official transcripts from that program or equivalent.

APPLICATION CHECKLIST

- A completed and signed application and examination fee (\$150.00)
- "Official transcripts"** sent directly from your educational institution(s)
- "Official certified copy"** of your National Board Examination (sciences section) score from The International Conference of Funeral Services Examining Boards, Inc.
- Copy of Request for *Live Scan Service* form verifying that fingerprints have been scanned and all applicable fees have been paid

Exception to this requirement:

- You have an active license as a cemetery manager, crematory manager, embalmer, funeral director, apprentice embalmer certificate, cemetery broker, cemetery salesperson, or a cremated remains disposer
- You have submitted a *Live Scan Service* form as an officer, owner, or board trustee of a funeral establishment, cemetery, or crematory

"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

"Official Certified Copies" are examination scores sent directly from The International Conference of Funeral Services Examining Boards, Inc., in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834

OUT OF STATE APPLICANTS

Has Section I been completed by the applicable state? If more than one certification is required, copies of the certification form may be made for completion by any additional state(s) where you hold an embalmer license.

Has Section J of the application been completed by your former employer(s), if applicable? The certifications are to be completed by former employers or associates who have personal knowledge of and can attest to your practice as a licensed embalmer, and must include exact dates of employment. The certification may be copied if additional forms are needed.

Mail your completed application with the \$150.00 application fee (made payable to the Cemetery and Funeral Bureau) to: Cemetery and Funeral Bureau, P.O. Box 989003, West Sacramento, CA 95798-9003



**APPLICATION FOR EMBALMER EXAMINATION AND LICENSURE
 APPLICATION FEE \$150**

License Number Issued EMB

SECTION A: APPLICANT INFORMATION

Last Name		First Name		Middle
Residence Address		City	State	Zip Code
Mailing Address (If different from above)		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
 (To be eligible to take the embalmers exam the applicant must supply proof of educational requirements.)

Have you requested/submitted "Official Transcripts" from your high school and college be sent directly 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.

Current Mortuary Science Students have your school complete Section G to be to be scheduled for the exam in lieu of college transcripts. Prior to licensure, an "official" copy of your Mortuary Science Degree transcripts must be mailed directly to the Bureau.

"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: APPRENTICE INFORMATION

Are you serving an apprenticeship in California? No Yes If yes, is it? Fulltime Student Status

California Apprentice Certificate Number? California Apprenticeship completed? No Yes

SECTION D: OUT OF STATE EMBALMERS

Are you licensed, or have you been licensed, as an embalmer in another state(s)? No Yes
 If yes, have the certification(s) completed on page 3 and sent to the Bureau.

Have you practiced as a licensed embalmer a minimum of three of the last seven years? No Yes
 If yes, have the certification(s) completed on page 4 and sent to the Bureau.

SECTION E: 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	Official Transcripts Received	Enforcement Check	Exam Results	Date Licensed Issued

SECTION F: BACKGROUND INFORMATION	
Has the Cemetery and Funeral Bureau ever issued you a personal license?	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes , provide license type(s), number(s) and issue date(s) _____	
Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service to the Cemetery and Funeral Bureau?	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes , for what license type, and the approximate date. _____	
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 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?	No <input type="checkbox"/> Yes <input type="checkbox"/>
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?	No <input type="checkbox"/> Yes <input type="checkbox"/>
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 G: APPLICANT CERTIFICATION	
<i>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.</i>	
Signature of Applicant	Date

Note: The information solicited on this form is required pursuant to Business and Professions Code Section 7642 and 7643. 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 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.

SECTION H: CURRENT EMBALMING COLLEGE STUDENTS

Certification of Embalming College

This is to certify that _____ is expected to
(name of applicant)

successfully complete a course in Mortuary Science at _____
(name of embalming college or school)

which includes the subjects specified in Section 7646 of the Business and Professions Code of the State of California. The

Expected class completion date is _____.
(month/day/year)

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Seal

Signature of School Official

Date signed and sealed

Print Name

Title

SECTION I: OUT OF STATE LICENSEES

Certification of Licensure as an Embalmer
(To be completed by a State official)

According to the records maintained by the _____
(Name of Licensing Agency)

of the State of _____, Embalmers License No. _____

was issued to _____ on _____
(Name of Applicant) (Month, Day and Year of Issuance)

Expiration Date _____ Examination Score _____ Length of Apprenticeship _____

Has this license been in full force since date of issue?

If no, give time period(s) during which licensure was not in effect:

Yes No

Has this license ever been suspended or revoked? If yes, please send a copy of the record of disciplinary action directly to the California Cemetery and Funeral Bureau under separate cover.

Yes No

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of State Official

Date

Print Name

Title

SECTION J: OUT OF-STATE LICENSEES

Proof of out-of-state Practice as Licensed Embalmer

(To be completed by former employer)

This is to certify that _____
(Name of applicant)

is/was licensed as an embalmer in the State of _____ and has practiced as

an embalmer from _____ to _____ at _____
(month/day/year) (month/day/year) (Name of Firm)

located in _____
(City and State)

To the best of my knowledge, his/her license has never been suspended or revoked.

As an Employer Associate of the above named individual, I have personal knowledge of the foregoing information.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Title

Print Name

Name of Firm

Proof of out-of-state Practice as Licensed Embalmer

(To be completed by former employer)

This is to certify that _____
(Name of applicant)

is/was licensed as an embalmer in the State of _____ and has practiced as

an embalmer from _____ to _____ at _____
(month/day/year) (month/day/year) (Name of Firm)

located in _____
(City and State)

To the best of my knowledge, his/her license has never been suspended or revoked.

As an Employer Associate of the above named individual, I have personal knowledge of the foregoing information.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Title

Print Name

Name of Firm



SUPPLEMENTAL APPLICATION FOR LICENSURE

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

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

APPLICANT INFORMATION			
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		
BACKGROUND INFORMATION:			
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
CERTIFICATION OF APPLICANT			
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. 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.