



**LIMITED LIABILITY COMPANY  
 BUREAU LICENSED EMPLOYEE**

<input type="checkbox"/> Initial Application for COA	<input type="checkbox"/> Licensed COA - New Employee	<input type="checkbox"/> Resignation or Termination of Employee
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**EMPLOYEE INFORMATION**

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY	STATE ZIP CODE
PHONE NUMBER (     )	EMAIL ADDRESS (not required)	LICENSE NUMBER
EFFECTIVE DATE OF HIRE	EFFECTIVE DATE OF RESIGNATION / TERMINATION	

**CEMETERY INFORMATION**

NAME OF CEMETERY	LICENSE NUMBER COA
ADDRESS OF CEMETERY	CITY STATE CA ZIP CODE

Pursuant to Business and Professions Code section 7613.5, no person licensed by the Cemetery and Funeral Bureau shall have an ownership interest as a member in a limited liability company certificated as a cemetery authority.

Is the Bureau licensed employee listed above a member of the limited liability company that owns and operates the above named cemetery authority?  YES  NO

If yes, the Bureau is required by law to suspend the limited liability company's certificate of authority until the licensee is divested of their ownership interest in the limited liability company or has voluntarily surrendered their license.

**CERTIFICATION OF LICENSED EMPLOYEE**

I certify under penalty of perjury, under the laws of the State of California that all information provided above on this form is true and correct.

SIGNATURE _____	DATE _____
PRINT NAME _____	TITLE _____

**CERTIFICATION OF LIMITED LIABILITY COMPANY**

I certify under penalty of perjury, under the laws of the State of California, as an authorized representative of the limited liability company, that the company has provided, and will maintain, adequate security for claims against it pursuant to Business and Professions Code section 7613.4.

SIGNATURE _____	DATE _____
PRINT NAME _____	TITLE _____

**Note:** All items on this form are mandatory; none are voluntary, unless indicated. 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 Bureau Chief of the Cemetery and Funeral Bureau is responsible for maintaining information on this form. 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.

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., Suite S-208, Sacramento, CA 95834  
P 916.574.7870 F 916.928.7988 www.cfb.ca.gov



## 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 sections 30, 144, 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, enforce licensing and reporting standards set by law and regulation, and maintain official records of volunteers.

### Voluntary Submission

Submission of the requested information is voluntary; however, the Bureau cannot consider your application 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).