



**LIMITED LIABILITY COMPANY
 CERTIFICATION OF INSURANCE COVERAGE**

The Cemetery and Funeral Bureau (Bureau) requires that all limited liability companies (LLCs) engaged in the operation of a Certificate of Authority (cemetery) complete the following form to comply with Business and Professions Code section 7613.4. Please attach a copy of your Certificate of Insurance or proof of adequate security for claims. This form should be submitted annually to the Bureau within four months of the most recently completed fiscal year.

SECTION A: LIMITED LIABILITY COMPANY INFORMATION

NAME OF LIMITED LIABILITY COMPANY				
ADDRESS OF PRINCIPAL OFFICE		CITY	STATE	ZIP CODE
PHONE NUMBER ()	FAX NUMBER ()	CONTACT PERSON		

SECTION B: CEMETERY INFORMATION

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

HOW MANY BUREAU LICENSED EMPLOYEES ARE CURRENTLY EMPLOYED BY THIS CEMETERY? _____

SECTION C: CERTIFICATION OF LIMITED LIABILITY COMPANY

The LLC certifies that it has provided, and will maintain, security for claims against it based upon acts, errors, or omissions of its licensed employees through either one or a combination of the following:

- (1) Liability insurance of not less than \$1,000,000 for up to five licensed employees plus an additional \$100,000 for every licensed employee over five, not to exceed \$5,000,000;
- (2) Trust or bank escrow, cash, bank CDs, U.S. Treasury obligations, bank letters of credit, or bonds of insurance or surety companies or security for payment of liabilities of not less than \$1,000,000 for up to five licensed employees plus an additional \$100,000 for every licensed employee over five, not to exceed \$5,000,000; or
- (3) Have a net worth equal to or exceeding \$10,000,000. The net worth information must be provided on Bureau form 23-NW (1/16), Certification of Net Worth, and should reflect the most recently completed fiscal year of the LLC.

If the LLC elects not to utilize the net worth option, each of the members automatically guarantees payment of the difference between the maximum amount of security required, up to \$5,000,000, and the security otherwise provided in accordance with (1) and (2) above provided that the aggregate amount paid by all members shall not exceed the difference. The LLC may aggregate the security required as outlined above, provided that there is no duplication or overlap between any security counted in (1) or (2) and any amounts used to establish the net worth of the LLC in (3).

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
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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. 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.