



## 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

| <b>APPLICANT INFORMATION</b>  |                         |                |  |
|---|-------------------------|----------------|--|
| LAST NAME   | FIRST NAME              | MIDDLE INITIAL |  |
| ADDRESS   | CITY                    | STATE          | ZIP CODE   |
| PHONE NUMBER (optional)<br>(      )   | SSN OR ITIN             |                |  |
| FORMER NAME ON LICENSE (if applicable)  | LICENSE(S) APPLYING FOR |                |  |
| <b>BACKGROUND INFORMATION:</b>  |                         |                |  |
| <p>Have you ever served in the United States Military?</p> <p>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.</p>   |                         |                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |                         |                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>CERTIFICATION OF APPLICANT</b>   |                         |                |  |
| <p>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.</p>   |                         |                |  |
| _____<br>SIGNATURE  |                         | _____<br>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).