



CEMETERY AND FUNERAL BUREAU
 1625 N. Market Blvd., Suite S-208, Sacramento, CA 95834
 (916) 574-7870 | emailcfb@dca.ca.gov | www.cfb.ca.gov



CREMATORY LICENSE APPLICATION - FEE \$750

This signed application, accompanied with the required fee of \$750 and documents as outlined in Title 16 of the California Code of Regulations (CCR) 2326(b) must be submitted to the Bureau by mail to the address above.

Check Applicable Box

New Crematory License

Assignment of Crematory License (change of ownership)

Post Assignment Licensure Requirements

1. The new owner shall submit a copy of the final sales agreement to the Bureau within 10-days of the final sale and after Bureau approval of assignment.
2. The new owner shall submit to the Bureau within 60 days of the final sale, proof of the issuance of the local air pollution permit.

[NOTICE ON COLLECTION OF PERSONAL INFORMATION](#)

CR NUMBER ISSUED

SECTION A: CREMATORY INFORMATION			
Name of Crematory		Existing Crematory (CR) License Number (For assignment only) CR	
Address of Crematory	City	State CA	Zip Code
Mailing Address of Crematory (if different from above)	City	State	Zip Code
Phone Number	Fax Number	Email Address (Optional)	
FEIN Number	Date of Sale (if applicable)		
SECTION B: NAME OF PERSON FILING THE APPLICATION (If corporation, submit copy of a resolution delegating authority to applicant to submit the application.)			
Last Name	First Name	Phone Number	
SECTION C: NAME OF DESIGNATED CREMATORY MANAGER (CRM)			
Last Name	First Name	License Number CRM	Expiration Date
SECTION D: APPROVAL TO SHARE CREMATORY MANAGER (If applicable, must be under common ownership and within 60 miles of the main office)			
Name of Crematory Designated as Main Office	License No. CR	Miles From New Crematory	

SECTION E: OWNERSHIP (Attach a completed **Certification Affidavit** for each individual owner, each partner, or for each corporate officer)

If owner is an **INDIVIDUAL**, complete the following

Last Name	First Name	Middle Initial
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If owner is a **PARTNERSHIP**, list ALL partners and percentage owed: (Attached additional pages if needed)

Last Name	First Name	Middle Initial	% Owned

If owner is a **CORPORATION**, complete the following:

Name and address of Corporation (Exact name and address as shown on Articles of Incorporation)

Incorporated in State of	Date incorporated
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CORPORATE OFFICERS – List top 4 senior officers of the corporation.

Title	Last Name	First Name	Middle Initial
President			
Vice President			
Treasurer			
Secretary			

SECTION F: 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	Title	Date
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FOR BUREAU USE ONLY

Date Cashiered	Amount Cashiered	ATS No.	Receipt No.	Completed On	Approved Date	Denied Date
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POST LICENSURE REQUIREMENTS FOR CHANGE IN OWNERSHIP TO ASSIGN AN EXISTING CREMATORY LICENSE.

Date of final sale agreement (change of ownership)	Date local air pollution issued the required permit to operate the crematory to new owner.
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Date reported to the Bureau	Date reported to the Bureau
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List CR Numbers of Additional Crematories Managed	License No. CR	License No. CR	License No. CR
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REQUIREMENTS FOR COMPLETING THE APPLICATION FOR CREMATORY LICENSE

To be considered complete, the application must include:

1. Completed application with correct fees.
2. A corporate resolution delegating authority to submit the application, if applicant is a corporation.
3. A certified copy of your Articles of Incorporation if applicant is a corporation (may be obtained from the Secretary of State's web site located at <https://www.sos.ca.gov/business-programs/>).
4. Partnership agreement, if applicant is a partnership.
5. Permit to operate a crematory issued by the local air pollution control district.
 - a. For Assignment of Crematory License (change of ownership), this requirement shall be submitted to the Bureau within 60 days of the final sale.
6. Land use or zoning permit.
7. Certified copy of a Deed, lease, or other instrument which provide the applicant with the right to possess and use the property where the business will be located.
 - a. For Assignment of Crematory License (change of ownership), the new owner shall submit a copy of the final sales agreement within 10-days of the final sale and after Bureau approval of assignment.
8. A statement signed by the applicant if the applicant is an individual; signed by the majority and verified by one of the directors, if the applicant is a corporation; or signed and verified by a majority of the partners, if applicant is a partnership, which statement shall set forth the following three requirements:
 - A. A complete and detailed financial statement showing assets, liabilities and reserve.
 - B. A statement of proposed plan of operation which shall include the type of selling. The statement should include what they sell and to whom (i.e. merchandise, cremation services available to the public, etc.) and a copy of any price lists for goods and services if they sell to the public. If services are not available to the public, then the statement should indicate that fact.
 - C. A full, true, and complete copy of the standard agreement which will be used for funding of prearranged cremations.



REQUIREMENTS FOR COMPLETING THE APPLICATION FOR CREMATORY LICENSE - CONTINUED

9. Plans and specifications of the crematory and building, which must be sufficient to allow the Bureau to determine, among other things, adequacy of storage for cremated and non-cremated remains.
10. Copy of a recent fire inspection report or a certificate of occupancy.
11. Evidence of a written contract with a licensed cemetery for final disposition of cremated remains that are in its possession after 90 days of the date of death.
12. Submit Certification Affidavits for all officers, owners and partners.

If you have any questions or need clarification about any of the documents that need to be submitted to complete the Crematory application, please contact the Cemetery and Funeral Bureau Licensing Unit.