

**Direct Disposal Establishment  
Instructions for licensure**

- A. Complete the application located on the Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/documents/DFS-N1-1757.pdf>.
- B. Complete the Business Entity-List of Principals Form located on the Division's website, [http://www.myfloridacfo.com/Division/FuneralCemetery/fc\\_forms\\_2012/pdf/DFS-N1-1718.pdf](http://www.myfloridacfo.com/Division/FuneralCemetery/fc_forms_2012/pdf/DFS-N1-1718.pdf).
- C. Fingerprint card submissions for each officer, owner, manager and/or director. Payment for processing can be made at <https://www.identogo.com/>. As a State of Florida resident, follow the prompts on the website to locate a site to have the fingerprints taken electronically. For non-Florida residents, follow the directions at the aforementioned website in order to pay for the processing and have the fingerprint cards sent.
  - a. Please note section 497.142(11)(a), Florida Statutes, which provides,  
(11)(a) When an applicant is required by this chapter to submit fingerprints in applying for a license, the following persons shall be required to submit such fingerprints:
    - 1. Where the applicant is a natural person, the fingerprints of the natural person making application.
    - 2. Where the applicant is a corporation, the fingerprints of the persons serving in the following capacities: chief executive officer and president, or both persons if the positions are filled by different persons; chief financial officer; chief of operations; general counsel if a corporation employee; and members of the board.
    - 3. Where the applicant is a limited liability company, the fingerprints of all managers and members of the limited liability company.
    - 4. Where the applicant is a partnership, the fingerprints of all partners.
- D. If the Direct Disposal Establishment will be contracting any services out (i.e. embalming, refrigeration, storage or transportation of bodies), a copy of each contract must be submitted. Each contract must include the Name of the Establishment, License Number, Address and be signed by the Funeral Director in Charge or Owner.
- E. If the establishment is a Corporation or LLC or has a Fictitious Name, such names must be filed with the Department of State ([www.sunbiz.org](http://www.sunbiz.org)) and a copy of the certificate must be submitted with the application.
- F. Provide a course completion slip for a two-hour Communicable Disease Course by an approved Florida Provider. To find a list of continuing education providers, please contact the Division at 850-413-3039 and one can be sent to you.
- G. Please see rule 69K-23.004, Florida Administrative Code, regarding the further requirements.

If you would like to get the writeable Microsoft Word version for any of the applications and forms mentioned above please visit the "Licensing" page on our Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/default.htm>. If you have any further questions, please feel free to contact the Division of Funeral, Cemetery and Consumer Services at 850-413-3039.