

## Funeral Establishment Instructions for licensure

- A. Complete the application located on the Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/documents/DFS-N1-1748.pdf>.
- B. Provide the Division with a completed Business Entity-List of Principals Form located on our 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 Funeral Establishment will be contracting any services out (i.e. embalming, refrigeration, storage or transportation of bodies), a copy of the contract must be submitted. It 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. All operational personnel must take a two-hour communicable disease course provided 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.
- G. Please note the requirements of the following rule:  
**69K-21.003 Inspection Criteria (Funeral Establishments) at**  
<https://www.flrules.org/gateway/readFile.asp?sid=0&tid=3429258&type=1&file=69K-21.003.doc>

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.