

Removal Service Instructions for licensure

- A. Complete the application located on the Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/documents/DFS-N1-1759.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.
- 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. Please note section 497.142(11)(a), Florida Statutes, which provides,
 - a. Where the applicant is a natural person, the fingerprints of the natural person making application.
 - b. 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.
 - c. Where the applicant is a limited liability company, the fingerprints of all managers and members of the limited liability company.
 - d. Where the applicant is a partnership, the fingerprints of all partners.
- D. 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) and a copy of the certificate must be submitted with the application.
- E. 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.
- F. Please note the requirements of the following rule: 69K-24.021 Requirements for Inspection of Removal Services, located at <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=3426736&type=1&file=69K-24.021.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.