

**CORPORATION, LLC, PARTNERSHIP FUNERAL ESTABLISHMENT LICENSE
APPLICATION CHECKLIST AND LICENSEE INFORMATION**

How to use the checklist: Use this checklist as a guide when making application for a Corporation, LLC, or Partnership license. Checking off the items as they are complete should prove helpful to ensure that all license requirements are submitted or addressed.

After the license application and required documents are submitted, retain this form for future reference concerning information on various requirements for the Establishment license.

Visit the Department’s Mortuary Science web page for important updates, forms, and publications at www.michigan.gov/mortuaryscience or call the Department at 517-373-8376. Under “Licensee Information” there is a document entitled “Funeral Establishment Changes” which provides information and direction should changes occur in the future which require notification to the Department.

Documents should be mailed to the Department at P.O. Box 30018, Lansing, MI 48909.

LICENSING CHECKLIST ITEMS	ACTION REQUIRED	ADDITIONAL INFORMATION
<input type="checkbox"/> File required paperwork to create the Funeral Establishment entity For Corporations and Limited Liability Companies <input type="checkbox"/> File required paperwork to create the Funeral Establishment entity For Partnerships	<ol style="list-style-type: none"> 1. Obtain a Michigan Identification Number by contacting the Corporation Division at www.mi.gov/corporations or 517-241-6470. 2. If the Funeral Establishment will be doing business under a name other than the Corporation/LLC, a Certificate of Assumed Name (D.B.A.) must be obtained from the Corporation Division. <ol style="list-style-type: none"> 1. Obtain a Certificate of Co-Partnership from the local County Clerk’s office and submit it along with the license application. 2. If the Funeral Establishment will be doing business under a name different than the partnership, a Certificate of Assumed Name (D.B.A.) must be obtained from the local County Clerk’s office. Submit the certificate with the license application. 	

<input type="checkbox"/> Submit the completed Application for Funeral Establishment License and Relicensure (BCS/LMS-020)	<p>If either the Funeral Establishment manager or the sole proprietor owner applicant has:</p> <ol style="list-style-type: none"> 1. been convicted of a felony, the Request for Conviction History form (BCS/LCE-020) must be completed and submitted to the Department with the application. 2. had disciplinary action taken against any license, registration, or permit, the Request for Disciplinary Action form (BCS/LCE-021) must be completed and submitted to the Department with the application. 	<ol style="list-style-type: none"> 1. Application review may take approximately 30 days. 2. The Department will be in contact with the applicant regarding any incomplete application items.
<input type="checkbox"/> Manager of Funeral Establishment	<p>The Funeral Establishment manager's information must be filled out on the Funeral Establishment license application.</p>	<ol style="list-style-type: none"> 1. Each Funeral Establishment must be under the supervision of a person who holds a current Michigan Mortuary Science License. 2. The Manager must live within 1 hour's commuting time from the Funeral Establishment.
<input type="checkbox"/> Required Inspection of Funeral Establishment passed on _____ / ____ / _____	<ol style="list-style-type: none"> 1. Upon successful completion of application review, the Enforcement Division will schedule an inspection of the Funeral Establishment by contacting the applicant to set up a time and date. 2. Sample of <u>the Inspection Report</u> 	
<input type="checkbox"/> License Issuance	<p>Once the inspection has been completed</p>	<ol style="list-style-type: none"> 1. The Funeral Establishment

	<p>and approved, the Funeral Establishment license will be issued. The new license will be mailed to the establishment within 5-10 business days.</p>	<p>license and Mortuary Science and/or Resident Trainee license of each individual affiliated with the Funeral Establishment must be conspicuously displayed in the establishment building in a place accessible to the public.</p> <p>2. If information pertaining to the Funeral Establishment changes after the license is issued, see the “Funeral Establishment Changes” section below.</p>
<p><input type="checkbox"/> Reactivate License</p>	<p>1. If the Funeral Establishment license has been expired for more than 60 days, a Relicensure Application must be submitted to reactivate the license.</p> <p>2. Corporation, LLC, Partnership Funeral Establishments complete an Application for Funeral Establishment License and Relicensure (BCS/LM-020) must be filled out completely and mailed with the fee to the Department. (see separate checklist for requirements for sole proprietorships)</p> <p>3. Upon successful completion of application review, and inspection, the Funeral Establishment license will be issued. The new license will be mailed to the establishment within 5-10 business days.</p>	<p>The Funeral Establishment will be issued a license with the previous permanent ID number. The license will expire at the next expiration date unless it is issued for a term of less than 120 days prior to the expiration date. In that instance, the next two-year cycle’s expiration date will be used.</p>
<p><input type="checkbox"/> Renew the Funeral Establishment</p>	<p>1. The Funeral Establishment license expires</p>	<p>If the Funeral Establishment</p>

<p>License (fee: \$110.00)</p>	<p>on October 31st of every odd-numbered year.</p> <p>2. Approximately 60 days prior to the license expiration date, the renewal application will be sent to the Funeral Establishment address that is on file with the Department.</p> <p>3. The renewal can be completed online with a credit card or by mail with a check or money order.</p> <p>4. The Funeral Establishment manager's license must be renewed before the Funeral Establishment license will be issued.</p> <p>5. The fee is \$110.</p>	<p>has a change of manager during the renewal period, an Application for Change of Manager (BCS/LMS-040) must be submitted with the renewal as well as the current funeral establishment license. The \$10 application fee is not required if the change is made at the time that the license is renewed.</p>
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