

**SOLE PROPRIETOR FUNERAL ESTABLISHMENT LICENSE
LICENSE APPLICATION CHECKLIST AND LICENSEE INFORMATION**

How to use the checklist: Use this checklist as a guide when making application for a Sole Proprietor Funeral Establishment 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"/> Obtain Certificate of Assumed Name (D.B.A)	Obtain a Certificate of Assumed Name from the local County Clerk’s office in the county in which the Funeral Establishment will be located and include a copy of the filed document with the license application.	If the Certificate of Assumed Name is issued for a specific time period (e.g., has an expiration date), it is the owner’s responsibility to keep the filing current to ensure your continued use of the Funeral Establishment name.
<input type="checkbox"/> Submit the completed Application for Sole Proprietor Funeral Establishment License and Relicensure (BCS/LMS-021) and license fee	If either the Funeral Establishment manager or the sole proprietor owner applicant has: <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 	<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.

	<p>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.</p>	
<p><input type="checkbox"/> Manager of Funeral Establishment</p>	<p>The Funeral Establishment manager's information must be filled out on the Funeral Establishment license application.</p>	<p>1. Each Funeral Establishment must be under the supervision of a person who holds a current Michigan Mortuary Science License.</p> <p>2. The Manager must live within 1 hour's commuting time from the Funeral Establishment.</p>
<p><input type="checkbox"/> Required Inspection of Funeral Establishment passed on _____ / ____ / _____</p>	<p>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.</p> <p>2. Sample <u>Inspection Report</u></p>	

<p><input type="checkbox"/> License Issuance</p>	<p>Once the inspection has been completed 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>1. The Funeral Establishment 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. 2. If information pertaining to the Funeral Establishment changes after the license is issued, see the “Funeral Establishment Changes” in the “Licensee Information”.</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. Sole Proprietor Funeral Establishments complete an Application for Sole Proprietor Funeral Establishment License & Relicensure (BCS/LM-021) must be filled out completely and mailed with the fee to the Department. (see separate checklist for requirements for other entity types, e.g., Corporation, LLC, or Partnership)</p> <p>3. Upon successful completion of application review and inspection, the Funeral Establishment license will be issued and 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>□ Renew the Funeral Establishment License</p>	<ol style="list-style-type: none">1. The Funeral Establishment license expires on October 31st of every odd-numbered year.2. The renewal application will be sent to the Funeral Establishment address that is on file with the Department approximately 60 days prior to the license expiration date.3. The renewal can be completed online with a credit card or by mail with a check or money order.4. The Funeral Establishment manager's license must be renewed before the Funeral Establishment license will be issued.5. The renewal fee is \$110.	<p>If the Funeral Establishment 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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