

**FUNERAL ESTABLISHMENT LICENSE CHANGES**

TYPE OF CHANGE AND DESCRIPTION	ACTION REQUIRED AFTER ESTABLISHMENT IS LICENSED
<p><b>Name:</b> If the Funeral Establishment has a change of business name</p>	<p>An application for Change of Manager (BCS/LMS-040) must be submitted with as well as the current Funeral Establishment license. A new Certificate of assumed Name (d/b/a) must be submitted with the application. The \$10 application fee is not required if the change is made at the time that the license is renewed.</p>
<p><b>Location</b> of Funeral Establishment: If the Funeral Establishment has a location change</p>	<p>A new application must be submitted within 30 days of the change. A new license will be issued to the establishment.</p> <p>Corporation, LLC, Partnership: If the establishment is a Corporation, LLC, or Partnership an Application for Funeral Establishment License &amp; Relicensure BCS/LM-020 must be filled out completely and mailed with the fee to the Department.</p> <p>Sole Proprietor: If the establishment is a Sole Proprietor an Application for Sole Proprietor Funeral Establishment License &amp; Relicensure BCS/LM-021 must be filled out completely and mailed with the fee to the Department. A new D.B.A. must be submitted if the Funeral Establishment moves to a different county.</p> <p>Upon approval of the application, an inspection will be scheduled. The new license will be issued once the inspection is passed.</p>
<p><b>Manager:</b> If the Funeral Establishment has a change of manager</p>	<p>An application for Change of Manager (BCS/LMS-040) must be submitted with as well as the current Funeral Establishment license. A new Certificate of assumed Name (d/b/a) must be submitted with the application. The \$10 application fee is not required if the change is made at the time that the license is renewed.</p>

<p><b>Funeral Establishment <u>Ownership</u> or <u>Entity</u> <u>Type</u>: If the Funeral Establishment has a change of ownership or entity</b></p>	<p><b>A new application must be submitted and a new license will be issued to the Funeral Establishment.</b></p> <p><b>Corporation, LLC, Partnership: If the establishment is a Corporation, LLC, or Partnership, an Application for Funeral Establishment License &amp; Relicensure BCS/LM-020 must be filled out completely and mailed with the fee to the Department.</b></p> <p><b>Sole Proprietor: If the establishment is a Sole Proprietor an Application for Sole Proprietor Funeral Establishment License &amp; Relicensure BCS/LM-021 must be filled out completely and mailed with the fee to the Department.</b></p> <p><b>Upon approval of the application, an inspection will be scheduled. The new license will be issued once the inspection is passed.</b></p>
---	---