



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Request Removal of Manager of Funeral Establishment in MiCLEAR

(Fees are Non-Refundable. If you question whether you are submitting the correct application type, please call (517) 241-9221 before making a payment.)

*Presented by:
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June 2024

Welcome to **MiCLEAR!** LARA's registration and renewal system for licensed professionals in Michigan.

This presentation will walk you through how to request removal of manager of funeral establishment in Michigan.

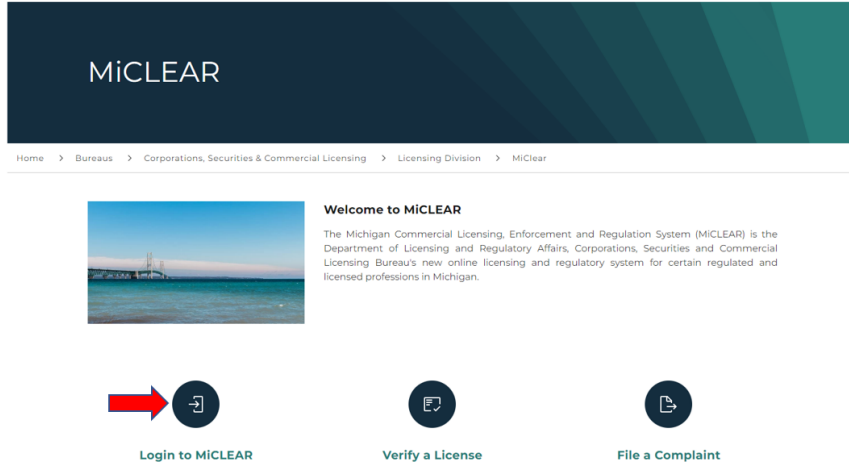
Please make sure you have registered with a MiCLEAR account before starting this process. (*Look for printed instructions titled "How to Register an Account in MiCLEAR".*)

Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the application process. You will NOT be able to use a mobile device (i.e., Smartphone, iPad, etc.).

GETTING STARTED:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear.
- ✓ Scroll down and click “Login to MiCLEAR”.



STEP 1:

- ✓ Log in to your account with the username/email and password you created when registering for MiCLEAR.
- ✓ Click “Sign In”.

The screenshot shows the "Sign In" page on the MiCLEAR website. At the top, there is a navigation bar with links: Home, Search, + New License, + Existing License, + Complaints, and Help. Below the navigation bar, there is a "NOTE" section with two bullet points: "It is recommended that you use a desktop or laptop computer to complete the registration and renewal process." and "Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR." Below the note, there is a "Sign In" section with two input fields: "USER NAME OR E-MAIL:" and "PASSWORD:". A red arrow points to the "Sign In" button. Below the button, there is a checkbox labeled "Remember me on this device". At the bottom, there is a link for "Not Registered? CREATE AN ACCOUNT".

STEP 2:


- ✓ Locate your funeral establishment license number under “Licenses”.
- ✓ Then click on “Additional Actions”

Records					
Showing 81-90 of 100+					
<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>	Additional Actions	4502C...	Funeral Establishment License	10/31/2025	Active

STEP 3:

Choose Funeral Establishment Manager Removal Request then click on Continue.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact

Funeral Establishment Manager Removal Request

License Holder Mailing Address Phone Email Change

License Reprint

Continue

STEP 4.:

- ✓ Verify the Funeral Establishment License Number, Funeral Establishment Name, Reason, Manager License Number and Manager Name are correct. Then click Continue.

Funeral Establishment Manager Removal Request

1 Manager Removal Request 2 Review 3 Record Issuance

Step 1: Manager Removal Request > Manager Removal Request

Manager Removal Request

Manager Removal Request

* Establishment License Number: 45020000000000000000

* Establishment Name: Test Test Funeral Establishment

* Reason: Quit

* Manager License Number: 45010000000000000000

* Manager Name: Test Test

Save and resume later

STEP 5:

- ✓ Review the Review page to ensure correct information then click on Continue.

Funeral Establishment Manager Removal Request

1 Manager Removal Request 2 Review 3 Record Issuance

Step 2: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on. If a certification clause is present on the screen, you must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Funeral Establishment Manager Removal Request

Manager Removal Request

Manager Removal Request Edit

Establishment License Number: 45020000000000000000

Establishment Name: Test Test Funeral Establishment

Reason: Quit

Manager License Number: 45010000000000000000

Manager Name: Test Test


Save and resume later

 Continue

STEP 6:

- ✓ Once you click on Continue, your request will be submitted, please keep the record number for this transaction for your records.


Home Licenses Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Funeral Establishment Manager Removal Request

1 Manager Removal Request 2 Review 3 Record Issuance

Step 3: Record Issuance

 Your application has been successfully submitted.

Thank you for using MICLEAR.
Your Record Number for this transaction is: 4502L ***MGRRRQ24003.**

You will need this number to check the status of your application.

To review information submitted on this record, click View Record Details below.

[View Record Details »](#)

STEP 7:

- ✓ After the submittal you will receive an e-mail with additional instructions to submit a Change of Manager application.

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221

