



APPLICATION FOR ABANDONED CEMETERY SALES AND MANAGEMENT LICENSE INSTRUCTIONS

This application is for an Abandoned Cemetery as defined by La. R.S. 8:411(1), which states: "Abandoned cemetery means any cemetery for which the board, in its discretion and after having been provided with the requisite title information establishing the title owner of the property, determines it is impossible or impractical to locate the current owner based upon its findings, including but not limited to a presentation of title history by the application for an abandoned cemetery sales and management license."

Pursuant to La. R.S. 8:412 B - An abandoned cemetery sales and management license shall be issued only to a nonprofit juridical person, and the officers and directors of such entity shall serve voluntarily and without compensation for their services.

1. Application must be completed in full and executed by each officers and directors, of the nonprofit entity.
2. Individual's Questionnaire must be completed in full by each officer and director of the nonprofit entity. A current credit report from a credit bureau must accompany each Individual's Questionnaire.
3. Application fee in the amount of two hundred and fifty dollars (\$250.00). Please make check or money order payable to the Louisiana Cemetery Board. **NOTICE: Pursuant to LAC 46:XIII.701(B): If the applicant fails to submit the necessary documentation needed to complete an application, or the application remains incomplete and pending for a period in excess of 180 days without the applicant applying for and being granted an extension for good cause shown, the application shall be considered void, and any application fees paid in conjunction therewith shall be forfeited by the applicant and shall not be refunded; thereafter a new application for license must be submitted by the applicant, together with the payment of the applicable application fee without credit for any fees previously paid.**
4. The following documents must accompany the Application for Abandoned Cemetery Sales and Management License:
 - a) CERTIFIED copy of Articles of Incorporation, Charter, or Articles of Organization of the Applicant.
 - b) If a foreign corporation or limited liability company, evidence of qualification to do business in Louisiana.
 - c) By-laws or Operating Agreement, if they exist.
 - d) Title history of the property, including any documentation supporting attempts made by the Applicant to identify, locate, and notify the owner(s) of the property.
 - e) A survey or plan of the cemetery property site.
 - f) A survey or plan of the cemetery, showing sections, blocks, plots, avenues, walks, or other subdivisions with descriptive names and numbers. In the case of a mausoleum or columbarium, a substantial map or plat delineating the sections, halls, rooms, corridors, elevations, or other divisions with descriptive names and numbers.
 - g) Mortgage certificate from the Clerk of Court or Recorder of Mortgages showing the property on which the cemetery is located is free and clear of all mortgages, liens and encumbrances.
 - h) Three (3) years of financial statements for the Applicant. If a new corporation or limited liability company, submit a statement estimating receipts (including capitalization, sales, loans, etc.) and expenditures for the next two (2) years.
 - i) Form of a cemetery deed, title, or certificate of interment right.
 - j) Form of cemetery sales contract and/or purchase agreement.
 - k) Cemetery rules and regulations.
 - l) A narrative description of Applicant's plan for the cemetery, include the sale of cemetery property (interment rights); cemetery related merchandise and services; maintenance and upkeep of the cemetery grounds; and cemetery records both historical and prospective.

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5. There shall be submitted to the Board such additional information and/or documentation the Board may deem necessary.

IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF THE APPLICATION FOR AN ABANDONED CEMETERY SALES AND MANAGEMENT LICENSE, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW

IMPORTANT: THE LOUISIANA CEMETERY BOARD HAS JURISDICTION OVER THE PROVISIONS OF TITLE 8, AND ISSUANCE OF A CERTIFICATE OF AUTHORITY DOES NOT INDICATE APPLICANT IS IN COMPLIANCE WITH OTHER FEDERAL AND/OR STATE LAWS.

THIS APPLICATION AND ATTACHMENTS ARE PUBLIC RECORD EXCEPT TO THE EXTENT THEY ARE EXCEPTED, EXEMPTED, OR LIMITED BY LAW; AND THEY WILL BE FURNISHED TO PERSONS, FIRMS, ASSOCIATIONS, CORPORATIONS, ETC., MAKING A WRITTEN PUBLIC RECORDS REQUEST PURSUANT TO TITLE 44. IF APPLICANT CONSIDERS ANY SUBMISSIONS OF INFORMATION CONFIDENTIAL AND EXCEPTED, EXEMPTED OR LIMITED BY LAW, PLEASE MARK SAME ACCORDINGLY.

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