



**APPLICATION FOR LICENSE AS A
CEMETERY SALES ORGANIZATION
CEMETERY MANAGEMENT ORGANIZATION
INSTRUCTIONS**

1. Application must be completed in full and executed by each owner, partner, and principal stockholder, owning 10% or more, or a majority of the officers and directors of the Applicant, if the stock of the corporation is publicly-traded.
 2. Individual's Questionnaire must be completed in full by each owner, partner, principal stockholder, owning 10% or more, officer, director, general manager, etc., of the Applicant. A current credit report from a credit bureau must accompany each Individual's Questionnaire. *NOTE: If the stock of the Applicant is owned by a corporation, a Corporate Questionnaire must be submitted.*
 3. Application fee in the amount of fifty dollars (\$50.00). If ninety percent (90%) or more of the Applicant is owned by an existing Cemetery Authority operating under Title 8, then the initial filing fee shall be one-half or twenty-five dollars (\$25.00). Please make check or money order payable to the Louisiana Cemetery Board.
 4. The following documents must accompany the Application for License as a Cemetery Sales or Management Organization:
 - a) Certified copy of Articles of Incorporation.
 - b) *If a foreign corporation*, evidence of qualification to do business in Louisiana.
 - c) Copy of by-laws of corporation, *if they exist*.
 - d) The address of each of the corporation's offices within and without the state.
 - e) Three (3) years financial statements. *If a new corporation*, submit a statement estimating receipts (including capitalization, sales, loans, etc.) and expenditures for the next two (2) years.
 - f) A narrative description of the promotional plan for the sale of cemetery property and services, as well as, copies of all contracts, agreements, and advertising material to be used in the promotional plan.
 - g) Executed copy of all contract(s) between Applicant and any Cemetery Authority located in Louisiana.
- If stock of Applicant has been purchased, the following will also be required:**
- h) Copy of stock purchase agreement.
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 LICENSE AS A CEMETERY SALES OR MANAGEMENT ORGANIZATION, 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 ATTACHEMENTS 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.

Louisiana Cemetery Board
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