

**Louisiana Cemetery Board**  
3445 N. Causeway Blvd., Suite 700  
Metairie, LA 70002  
Telephone (504)838-5267 – Toll Free 1-866-488-5267 - Fax (504)838-5289  
Website: [www.lcb.state.la.us](http://www.lcb.state.la.us)

**Application for Certificate of Authority for  
Publicly Owned Cemeteries**

Pursuant to R.S. 8:70)

1. Name of Governing Authority: \_\_\_\_\_
2. Mailing Address of Governing Authority: \_\_\_\_\_  
City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. D/B/A or Trade Name of Cemetery: \_\_\_\_\_
4. Physical Address of Cemetery: \_\_\_\_\_  
City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Mailing Address of Cemetery: \_\_\_\_\_  
City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
6. Telephone Number of Cemetery: \_\_\_\_\_ Fax Number of Cemetery: \_\_\_\_\_  
E-mail address of Cemetery: \_\_\_\_\_
7. Name, title, address, and telephone number of person completing this form to whom information or correspondence regarding this application should be directed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Please provide the following information:
  - a) Total acreage of cemetery: \_\_\_\_\_
  - b) Acres developed: \_\_\_\_\_
  - c) Acres undeveloped: \_\_\_\_\_
9. Was the *Cemetery* named above in existence and operating on July 31, 1974? YES \_\_\_\_\_ NO \_\_\_\_\_
10. Is the *Governing Authority* named above currently, or has it in the past operated one or more cemeteries in Louisiana?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_ If YES, list each below: *(attach additional sheets, if necessary)*  
  
Name of Cemetery: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
  
Name of Cemetery: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
11. Will the cemetery be or has it been operated as a perpetual or endowed care cemetery? YES: \_\_\_\_\_ NO: \_\_\_\_\_
12.
  - a) Will the cemetery sell or has it sold cemetery related merchandise, such as, burial vaults, grave liners, urns, memorials, vases, foundations, memorial bases and similar merchandise *pre-need*? YES: \_\_\_\_\_ NO: \_\_\_\_\_
  - b) If your answer to 12a is "YES" will you deliver or store all merchandise within one hundred twenty (120) days of entering into the contract for the sale of such merchandise? YES: \_\_\_\_\_ NO: \_\_\_\_\_
  - c) If your answer to 12b is "YES" will you store *pre-need* merchandise at the cemetery or with a supplier? Cemetery \_\_\_\_\_ Supplier \_\_\_\_\_ If you are storing *pre-need* merchandise with a Supplier(s), please provide name and address of Supplier(s): *(attach additional sheets, if necessary)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - d) If your answer to 12b is "NO" have you established a Merchandise Trust Fund? YES: \_\_\_\_\_ NO: \_\_\_\_\_
13.
  - a) Will the cemetery sell or has it sold cemetery related services commonly sold and used in cemeteries, such as, openings and closings, and memorial installation fees *pre-need*? YES: \_\_\_\_\_ NO: \_\_\_\_\_
  - b) If your answer to 13a is "YES" have you established a Merchandise Trust Fund? YES: \_\_\_\_\_ NO: \_\_\_\_\_

(All merchandise and services not delivered or stored within 120 days after entering into such contract must be trusted, including those contracts that are financed.)

14. If the answer to 12d or 13b is "YES" please provide the following regarding the Merchandise Trust Fund:  
 a) Has the applicant complied with the requirements of R.S. 8:501-511, inclusively? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
 b) If "NO" explain: \_\_\_\_\_  
 c) Proposed rate of contributions: \_\_\_\_\_  
 d) Name and address of Trustee: \_\_\_\_\_  
 \_\_\_\_\_
15. a) Will the cemetery contract the services of a Cemetery Sales or Cemetery Management Organization?  
 YES: \_\_\_\_\_ NO: \_\_\_\_\_  
 b) If your answer to 15a is "YES" please provide the name and address of each Cemetery Sales or Cemetery Management Organization: (attached additional sheets, if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. List the following information for the mayor, councilmen/aldermen, members of a police jury, or members of a cemetery board or commission established for the purpose of operating and/or managing the cemetery:  
**(Attach additional sheets, if necessary)**
- Name: \_\_\_\_\_ Title or position: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Name: \_\_\_\_\_ Title or position: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Name: \_\_\_\_\_ Title or position: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
17. Has the *Governing Authority* had a license, registration or the equivalent, to practice any profession or occupation, or to engage in, operate or conduct any business, denied, revoked, suspended, or otherwise acted against?  
 YES: \_\_\_\_\_ NO: \_\_\_\_\_

**IMPORTANT: IF THE ANSWER TO QUESTION 17 IS "YES" ATTACH A COPY OF ALLEGATIONS AND FINAL DISPOSITION OF THE CASE(S).**

**CERTIFICATION**

Application is hereby made for a license, as provided for in R.S. 8:70 to engage in the business of a cemetery. I/We hereby affirm that the information contained herein is true and correct and as elected or appointed officials of the governmental entity, place the full faith and credit of the governmental entity behind the cemetery. ***This application must be executed by the mayor and councilmen/aldermen, members of a police jury, or members of a cemetery board or commission established for the purposes of operating and/or managing a publicly owned cemetery.***

SWORN TO AND SUBSCRIBED before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Name of Governing Authority

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Signature/Title

PLEASE RETURN THIS FORM TO:  
Louisiana Cemetery Board  
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Metairie, LA 70002