



**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, stockholder, and/or member, owning 10% or more, or a majority of the officers, directors, and/or LLC managers of the Applicant, if publicly-traded.
2. Individual's Questionnaire must be completed in full by each owner, partner, stockholder, and/or member, owning 10% or more, officer, director, LLC manager, general manager, etc., of the Applicant. A current credit report from a credit bureau must accompany each Individual's Questionnaire. **NOTE: If Applicant is owned or LLC managed by a corporation or limited liability company, a Corporate/LLC Questionnaire must be submitted.**
3. Application fee in the amount of two hundred fifty dollars (\$250.00). 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 one hundred twenty-five dollars (\$125.00). 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 License as a Cemetery Sales or Management Organization:
 - a) CERTIFIED copy of Articles of Incorporation, Charter, or Articles of Organization.
 - 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) The address of each of the Applicant's offices within and without the state.
 - e) Three (3) years financial statements. 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.
 - 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 assets, stock or membership interest of Applicant has been purchased, the following will also be required:

 - h) 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.

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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.

Louisiana Cemetery Board
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