WASHINGTON STATE DEPARTMENT OF LICENSING

Cemetery Prearrangement Sales License Application

[redacted]

21701-APPLICATIONS

Apply for a license to pre-sell opening/closing, setting fees, liners, vaults, burial receptacles, markers, completion dates or markers, vases, cremation services, urns, undeveloped niches, crypts, lots, or any other undelivered cemetery goods or services.

Online: https://professions.dol.wa.gov

Or mail this completed form along with:

- A copy of the prearrangement sales contract to be used
- If purchasing a Cemetery offering Prearrangement Sales, a Cemetery Prearrangement Sales Annual Report from seller (form on website)
- Check or money order for $338 (payable to Department of Licensing)

Funeral and Cemetery Board
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401

For questions or language help call: 360-664-1822

Licenses are available for self-printing with an online account.
If you want us to print and mail your license add a $5 print fee for each copy to your payment.

☐ $0 self-print license online.
☐ $5 each. DOL print and mail license. Quantity _____ Total $ _____

Contact information

TYPE or PRINT Full name of applying firm			
Email	Applicant name *(Owner/President)*		
Street address			
City	State	ZIP code	10-digit phone number
Full name of corporation, if different from above			
Street address			
City	State	ZIP code	10-digit phone number

Military? *(check if applicable)*

Current or former: ☐ Military member ☐ Military spouse or domestic partner

For Service members and their spouses: When a Service member and their spouse must move due to Military orders, Washington state may recognize their current license or certificate if they provide the following:

1. A copy of the military orders with this application;
2. A license that is in good standing in all states where the individual held their license before.
   a. During application review, DOL may request an original Certification of Licensure or Letter of Good Standing from each state.
   b. There may be continuing education requirements needed for DOL to recognize the license.

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Contact information *(continued)*

Military *(continued)*

3. Complete the following table if you hold a license issued by any state (excluding Washington).

State	License number	Expiration Date

Type of business entity

☐ Profit corporation ☐ Non-Profit association ☐ Partnership ☐ Other: _____

Applicant has operated the firm since	Date firm was incorporated

Types of prearrangements to be sold

☐ Opening/Closing
☐ Markers
☐ Cremation services
☐ Mausoleum crypts – undeveloped
☐ Setting fees
☐ Date completion (scroll, death date)
☐ Niches – undeveloped
☐ Lots/Graves – undeveloped (including lawn crypts)
☐ Vaults or liners (other containers)
☐ Vases
☐ Urns
☐ Other: _____

Depository of prearrangement trust fund – Name of bank

Street address

City	State	ZIP code	10-digit phone number

Name of bank

Street address

City	State	ZIP code	10-digit phone number

Funding option to be used

☐ A. Funding the first 50% collected from sale
☐ B. Funding 50 cents of each dollar collected from sale
☐ C. Funding the last 50% collected from sale (bond required) – complete the following section.

(Option "C" only) Bonding agency name	Name of agent

Street address

City	State	ZIP code	10-digit phone number

How was the value of the bond calculated (Previous sales volume, projections, etc.)?

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Certification

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name of principal officer

Date and place

X

Signature of principal officer

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.

If you wish to pre-sell opening/closing, setting fees, liners, vaults, burial receptacles, markers, completion dates or markers, vases, cremation services, urns, undeveloped niches, crypts, lots, or any other undelivered cemetery goods or services you must complete this application and be granted a license before making such sales in the state of Washington.

All questions are to be answered as fully as possible. If additional space is needed, you may add additional pages.

- **Full name of applying firm:** Give the full name of the firm that will be making prearrangement sales. The applicant is the owner or chief officer of the applying firm. Telephone number is to be a day phone.
- **Full name of corporation, if different:** Provide corporation name, if different from the firm name above. If the corporation is owned by a holding company, disclose the holding company name here.
- **Location of cemetery or firm:** List an address that can be visited within the state of Washington by persons buying pre-sold items, if different from the Applying Firm's address above.
- **Type of business entity:** Mark the box describing your type of business.
- **Applicant has operated the firm since:** List the number of years the applicant has operated the firm.
- **Date firm was incorporated:** List the incorporation date – not the cemetery founding date.
- **Types of prearrangements to be sold:** Mark the appropriate boxes of all items that the applicant expects to pre-sell. If a license is granted, it will be only for the items listed on the application at the time of Board consideration. Annual renewals offer the same choices which can be added or removed, as the applicant chooses.
- **Depository of prearrangement trust fund:** List all depositories (banks) that are to be used for holding prearrangement trust funds.
- **Funding option to be used:** Select only one funding option. Funds collected subject to trust deposit are due in the depository no later than the twentieth (20th) day of the month following receipt. If option "C" is selected, the applicant must submit a bond with the application which runs to the state of Washington. Value or amount of the bond is to be the maximum unfunded liability in prearrangement sales estimated for one year. Example: If $10,000 in sales are made during a year, what will be the maximum dollar amount subject to trust within the receivables and cash in transit at any given time?
- **Bonding agency name:** Provide the name of the agency from which the bond is purchased, and the agent's name.
- **How was the value of the bond calculated?:** Explain how the amount or value of the bond was arrived at. Follow the example given in "Funding Option to be Used" above. Use dollar amounts in the explanation.
- **Additional comments or information that may be useful to the board in determining the qualifications of the applicant:** Items such as a background in cemeteries, sales, accounting, etc. would be most helpful.
- **Signature:** The applicant must complete this section before a notary public.

Questions? Please call 360-664-1822e, Monday - Friday, 8:00 am - 5:00 pm for assistance.