



APPLICATION FOR CHANGE OF PRINCIPAL

1. Licensed Facility Name (as identified on license):

2. Licensed Facility Owner Name (as identified on license):

3. New Principal Information:

a. Principal's Legal Name and Title(s):

b. Does the new principal replace an existing principal? Yes / No

If yes, provide the legal name and title(s) of the previous principal:

c. Will the new principal be the facility manager? Yes / No

If yes, provide the new manager's email address and phone number:

d. If a previous principal is still active, provide legal name and new title(s):

4. Facility Representative Name, Email Address and Phone Number:

Provide name, email address and phone number of the person to contact for information about the change of principal.

5. Authorized Representative Signature:

Signature of duly authorized representative	Title	Date
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APPLICATION FOR CHANGE OF PRINCIPAL INSTRUCTIONS

[OAR 830-011-0000\(41\)](#) defines a “Principal” as follows:

Principal means a person who has controlling authority over the licensed facility, including but not limited to:

- (a) Managers or other persons who have decision-making authority and whose primary duties include control over the operation of the licensed facility;*
- (b) Officers or directors who have some degree of responsibility for the operation of the licensed facility;*
- (c) General Partners, limited and joint ventures;*
- (d) Sole proprietors;*
- (e) Stockholders holding a majority of outstanding shares of stock; and*
- (f) Members of a Limited Liability Company.*

In accordance with [OAR 830-040-0000\(6\)](#), when there is a change in any principal of a licensed facility, the licensee must provide the Board with the name of the new principal(s) on the Application for Change of Principal form within 30 days of the change. If the new principal is a corporation, the licensee must provide the names of the principals of that corporation.

Additionally, [OAR 830-011-0050\(1\)](#) requires that all principals of licensed facilities must submit to a background investigation:

All applicants for individual or facility licenses and principals of facilities seeking or holding a license must submit to a background investigation. The background investigation may include, but is not limited to, information solicited from the Law Enforcement Data Systems, other government agencies or courts, personal references, former employers, and credit checks. The Board may require the applicant or principal to furnish any information necessary to perform a background investigation.

Therefore, all new principals must complete a Background Information Questionnaire. If the proposed principal currently holds an individual license issued by the Board, the individual does not need to submit a Background Information Questionnaire.

[OAR 830-040-0000\(5\)](#) requires that if the principal is a corporation, the application must include the names of all principals of the corporation:

Each licensed facility must provide the Board with its true corporate, firm or individual name. Applications for all licensed facilities must be made on the most current application and specify the names of all principals. If the principal is a corporation, the application must include the names of all principals of that corporation. Applications must also specify the names of all principals.

Note: The Board does not require principal information of any corporation above Organization Level 2.

Change of Facility Manager

[OAR 830-030-0000\(13\)](#) requires that the Board must be notified in writing within 30 days of the assignment of any facility manager change:

It is the responsibility of each licensed facility to assign a manager for each facility and to notify the Board in writing within 30 days of the assignment. In the case of funeral establishments and immediate disposition companies, the manager must be an Oregon licensed funeral service practitioner.

Managing More than Two Funeral Establishments or Immediate Disposition Companies

OAR 830-030-0000(14) allows for a funeral service practitioner to manage two funeral establishments or two immediate disposition companies, or one of each. With Board approval, a funeral service practitioner may manage more than two funeral establishments or immediate disposition companies, or a combination:

Upon providing written notification to the Board, a funeral service practitioner may be permitted to manage two funeral establishments or two immediate disposition companies, or one of each. A funeral service practitioner may be authorized by the Board to manage more than two funeral establishments or immediate disposition companies, or a combination of same, upon providing a written request to the Board that describes the basis for the request. The Board may approve the request after consideration of relevant facts or circumstances including, but not limited to, information that the Board may request from the funeral service practitioner.

In accordance with **OAR 830-011-0050(2)**, the Board may deny, suspend or refuse to issue or renew a license or certificate when a condition exists in relation to any principal of a licensed facility which constitutes grounds for refusing to issue or renew a license or certificate or for suspension of a license.

Fees:

- **Change of principal:** \$50
- **License reissue** (if applicable): \$25

The application fee for each change of principal is \$50. However, in accordance with **ORS 692.275(1)**, exempt operating cemeteries are not required to pay the fee for any change in principal other than the cemetery manager.

In the event of a manager change, a new facility license will need to be printed and posted in a conspicuous location for public viewing. Once the manager change has been processed, the updated facility license can be printed from the facility's Portal account. A license reissue fee will not be applied unless you request board staff to print the updated license.

Here is the link to the Facility Portal:

<https://omcb.us.thentiacloud.net/webs/omcb/facility/#/login>

In accordance with **ORS 692.275(1)**, any exempt operating cemetery is entitled to receive a certificate of authority to operate upon payment of an initial fee not to exceed \$100 and a fee not to exceed \$50 for registration of all principals regardless of the total number of principals. An exempt operating cemetery is not required to pay the renewal fee or the fee for any change in principal other than the cemetery manager. The Board does not charge change of principal fees or conduct background investigations for principals of publicly owned cemeteries (i.e., municipal, county or special tax district cemeteries). However, the Board must be notified of any change of manager or other principal.

Forms are available on our website: <https://www.oregon.gov/omcb/pages/Forms.aspx>