Location Change Fee: $450.00

MCB
OREGON MORTUARY & CEMETERY BOARD
Regulating Death Care Facilities & Practitioners in Oregon.

800 NE Oregon Street, Suite 430
Portland OR 97232-2195
www.oregon.gov/omcb
mortuary.board@omcb.oregon.gov
phone: 971-673-1507
fax: 971-673-1501

FACILITY LOCATION CHANGE

CURRENT FACILITY INFORMATION:

Facility Name: _____ License Number: _____
name as registered with board

Physical Location: _____
street address

_____
city, state, zip

_____ _____
on site telephone on site fax

_____
on site e-mail

Mailing Address: _____
print contact name

_____
street address

_____
city, state, zip

_____ _____
mailing telephone mailing fax

NEW INFORMATION:

Physical Location: _____
street address

_____
city, state, zip

_____ _____
on site telephone on site fax

_____
on site e-mail

_____
e-mail for death filing fee invoices (funeral establishment / immediate disposition company)

Mailing Address: _____
print contact name

_____
street address

_____
city, state, zip

_____ _____
mailing telephone mailing fax

FACILITY REPRESENTATIVE:

Legal Name: _____ Title: _____

Telephone: _____ e-mail:_____

I, _____, certify that I am a duly authorized officer or agent of the
(print name and title of duly authorized person)
above-named facility owner and that all information on this form and any attachments is true and correct. I understand that making false or misleading statements in applying to the Board for licensure is cause for disciplinary action under OAR 830-050-0050(2) and ORS 692.180(1)(a).

Sign: _____

Date: _____

- **LICENSES ISSUED UNDER ORS 692.146 AND 692.275 ARE NOT TRANSFERABLE.**
- **THIS APPLICATION IS NOT A LICENSE TO OPERATE.**
- **A FACILITY CANNOT OPERATE UNDER THE PROPOSED BUSINESS LOCATION UNTIL TEMPORARY AUTHORITY TO OPERATE IS RECEIVED FROM OMCB.**

- **Once application and payment have been received and reviewed by OMCB staff, a facility inspection will be scheduled.**
- **After the inspection process is complete, temporary authority to operate will be issued.**
- **Formal approval to operate will be granted at a regularly scheduled board meeting.**

In accordance with
Oregon Revised Statutes & **Oregon Administrative Rule**:

ADVERTISING

830-040-0050

(1) Any licensed facility advertising through any media (including but not limited to telephone books, newspapers, direct mail, bill boards, etc.) must include the licensed facility's registered name and physical address as it appears on the Board's records.

(2) No person, firm or corporation may advertise, promote, or market at need or preneed funeral arrangements without first having received a license from the Board.

FUNERAL ESTABLISHMENT OR IMMEDIATE DISPOSITION COMPANY LICENSE

ORS 692.146

(1) The State Mortuary and Cemetery Board shall issue a license to a funeral establishment or immediate disposition company if the person who will operate the establishment or immediate disposition company applies to the board for a license on a form provided by the board. The application shall be accompanied by the application fee established under ORS 692.160.

(2) The application shall disclose the following:

(a) The name and address of the establishment or company.

(b) That the establishment is operated by a licensed funeral service practitioner.

(c) That the immediate disposition company is operated by a licensed funeral service practitioner.

(3) For purposes of this section and ORS 692.025, each branch of a licensee's funeral establishment or immediate disposition company is a separate establishment and must be licensed at a fixed place of business.

NEW OR REISSUED LICENSE, REGISTRATION OR CERTIFICATE

ORS 692.148

(1) If the principals of a licensed funeral establishment or immediate disposition company change, the establishment or company shall apply to the State Mortuary and Cemetery Board for a new license.

(2) A person holding a license or certificate of authority or who is registered under this chapter shall apply to the board for reissuance of the license, certificate or registration if any of the following occur:

(a) The name of the person changes;

(b) The location of the funeral establishment, immediate disposition company, crematorium or alternative disposition facility changes;

(3) The application for reissuance of the license, registration or certificate shall include payment of the fee established under ORS 692.160. The board shall reissue the license, certificate or registration when the board receives the application and the fee.

CERTIFICATE OF AUTHORITY FOR OPERATING CEMETERY, CREMATORIUM OR FACILITY FOR FINAL DISPOSITION

ORS 692.275.

(1) A person may not conduct the business of an operating cemetery unless the person has a certificate of authority to do so. A person may apply for a certificate of authority on a form provided by the State Mortuary and Cemetery Board. The application must be accompanied by the application fee established under ORS 692.160. However, 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.

(2) A cemetery, other than an operating cemetery or a historic cemetery listed with the Oregon Commission on Historic Cemeteries under ORS 97.782, must be registered with the board. An owner of a cemetery, other than an operating cemetery or a historic cemetery listed with the Oregon Commission on Historic

Cemeteries under ORS 97.782, must register the cemetery with the board on a form provided by the board. No fee may be required of a cemetery registrant.
(3) A person may not operate a crematorium unless the person has a certificate of authority to do so. A person may apply for a certificate of authority to operate a crematorium on a form provided by the board. The application must be accompanied by the application fee established under ORS 692.160.
(4) A person may not operate a facility for final disposition of human remains other than a cemetery or a crematorium unless the person has a certificate of authority to do so. A person may apply for a certificate of authority on a form provided by the board. The application must be accompanied by an application fee established under ORS 692.160.
(5) For purposes of this section and ORS 692.025, each location of a cemetery, crematorium or other facility for final disposition of human remains is a separate location and must be licensed separately. Those cemeteries that are subject to registration must be registered separately.
(6) The board may consider the recommendations of national associations:

(a) Related to cremation in adopting rules regulating crematoriums.

(b) Related to an alternative final disposition in adopting rules regulating the alternative final disposition.

(7) This section applies to operating cemeteries or other cemeteries owned by any city, county or other municipal corporation.