



## Administrative Fees

Effective July 1 2020

The Oregon Mortuary and Cemetery Board may charge a fee reasonably calculated to reimburse the agency for costs of providing and conveying copies of public records. A schedule of administrative fees will be approved as necessary by the Board and will be made available to the public. All fees must be paid before public records will be available for inspection or copies. OAR 830-020-0050(1)(2)

At the July 10 2018 the following administrative fees were approved by the Board Members:

|   |  |
|---|--|
| <b>Hourly Rate</b>                                    | \$60 per hour, prorated in \$15 increments of 15 minutes, minimum \$15   |
| <b>Per page cost</b>                                  | \$1.00 first page of each document, .25 each additional page   |
| <b>Records provided on digital media</b>              | \$5.00 per compact disc; other media at actual cost; plus postage  |
| <b>Electronic lists of licensees and registrants</b>  | Staff hourly rate, page costs as stated above and postage or faxing rates apply. <i>(Licensees are listed on website.)</i>   |
| <b>Study Guides</b>                                   | \$25.00 per guide for staff time, materials and mailing in the USA. <i>(See cost of faxing per page below.) (The fee for examination application includes one study guide. Laws covered in the exam are available on website at no charge.)</i>  |
| <b>Copy of Meeting Minutes</b>                        | Staff time, materials and postage or faxing are applicable. <i>(Available on website at no charge.)</i>  |
| <b>Copy of Meeting Agenda</b>                         | No cost if emailed or mailed to single address. <i>(Available on website at no charge.)</i>  |
| <b>Wall Certificates</b>                              | \$15 per certificate   |
| <b>Faxes</b>  | \$0.30 per page within local area, \$0.50 per page outside local area but still within USA. Maximum 20 pages per fax.  |
| <b>Verification of Licensure (Letter)</b>             | \$10 per license number, including lapsed and inactive numbers. <i>(No cost to another state agency.)</i>  |
| <b>AAG charges for Public Records Request consult</b> | If the nature of a request requires the Board seek legal counsel regarding a record request, fees incurred for review, redacting material, segregating the records into exempt or non-exempt records, are the responsibility of the requestor. Actual costs charged by the DOJ for attorney's time will be applied. <i>(A fee may not be charged for the cost of time spent by an attorney in determining the application of the provisions of ORS 692.180.)</i> |
| <b>NSF Check fee</b>                                  | Non-sufficient funds checks: \$15.00 for staff time and postage  |

The mission of the Board is to protect public health, safety and welfare by fairly and efficiently performing its licensing, inspection and enforcement duties; by promoting professional behavior and standards in all facets of the Oregon death care industry; and, by maintaining constructive relationships with licensees, those they serve and others with an interest in the Board's activities. In order to protect the public, it is the Board's responsibility to insure that all of Oregon's death care facilities are properly licensed.

The Board is self-supporting and derives its financing from licensing, examination, and a portion of the death certificate filing fee (not the fees derived from the purchase of a certified copy of a death certificate).