



Facility Renewal Application

In accordance with ORS 692.160(2), Facility Licenses issued by the Oregon Mortuary and Cemetery Board **expire on January 1st of every odd-number year.**

In order to renew a facility license for the next two years, you must submit a renewal application to the Oregon Mortuary and Cemetery Board. You may submit this form online using the Facility Portal at Oregon.gov/omcb, or by completing this form and mailing it to: **Oregon Mortuary and Cemetery Board, 800 NE Oregon St, Suite 430, Portland, OR 97232.**

Renewal must be completed separately for each facility.

Payment of any fees due may be made by Check, Visa, or Mastercard. Credit Card Payments can only be accepted online using the facility portal. Online applications must be submitted by 11:59 pm PST on December 31st. If paying by check, the check must be postmarked by December 31st.

Failure to submit an application by December 31st will cause the facility license to lapse. There is a 90-day grace period during which you may pay an additional \$50 fee to reinstate your lapsed certificate of authority to operate. Late Renewals cannot be accepted after March 31st of the odd-numbered year following the license expiration. The facility will then be considered an unlicensed facility and a new application for licensure must be submitted to the Board. **Operating without a license is cause for disciplinary action and in some cases, criminal action.**

Please be aware that all licenses issued under ORS 692.146 and 692.275 are not transferable. Licenses are valid only for the circumstances provided and verified when the license was issued. Any change in facility location or ownership must be reported to the Board, approved, and a new license re-issued. Changes in mailing address or location of permanent records do not require a new license or fees, however the Board must be notified. Changes in facility manager do not require a new license, but there is a fee associated with this change. **Failure to notify the Board of changes may invalidate your license and could be grounds for disciplinary action.** Please review the Board’s website or contact the Board with any questions on what constitutes a change in ownership.

Renewal Fees

Funeral Establishment	\$700 per Biennium
Immediate Disposition Company	\$700 per Biennium
Crematorium	\$200 per Biennium, plus \$2 per disposition performed during the two calendar years preceding the current license expiration.
Alternative Disposition Company	\$200 per Biennium, plus \$2 per disposition performed during the two calendar years preceding the current license expiration.
Cemetery	\$4 per disposition performed during the two calendar years preceding the current license expiration, up to a maximum of \$1200. Cemeteries with ten or fewer interments annually are not required to pay a renewal fee, in accordance with ORS 692.275.
Reinstatement Fee	\$50. Must be paid if license renewal is not submitted online or postmarked by December 31.
Change in Principal Fee	\$50 for each new principal or manager (may vary for cemeteries)



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OREGON MORTUARY & CEMETERY BOARD

Regulating Death Care Facilities & Practitioners in Oregon.

Facility Renewal Application

Facility Type:	<input type="checkbox"/> Funeral Establishment <input type="checkbox"/> Cemetery <input type="checkbox"/> Crematorium	<input type="checkbox"/> Alternative Disposition Company <input type="checkbox"/> Immediate Disposition Company
Facility Name:		
Facility License Number:		
Name of Facility Manager:		
Phone Number of Facility Manager:		
Email Address of Facility Manager:		
If Facility Manager is Licensed by OMCB as a Funeral Service Practitioner or Embalmer, provide their license number here:		
Has there been a change in principals that has not already been reported to the Board (including Facility Manager)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, attach a list of all current principals and a Change in Principal form. Additional Fees may apply, please review the Change in Principal form for additional information.</i>		
Facility Mailing Address:	Street	
	City	State Zip
Address of Facility's Permanent Records:	Street	
	City	State Zip
Has there been a change in Facility Ownership or Location that has not been reported to the Board?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, a Change in Ownership or Change in Location Form is required. Please contact the Board for additional information.</i>		



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CEMETERY FEE CALCULATION	
Number of all interments, inurnments and entombments in 2018 and 2019	
If total is number of interments, inurnments, and entombments above 21 or more, multiply the number above by \$4.00. If the total number of interments, inurnments, and entombments above is 20 or fewer, enter \$0.	\$
If there is a Change in Principal or Manager, add \$50 for each new principal	
<i>If the total number of interments, inurnments, and entombments above is 20 or fewer, no fee is charged for changes in principals other than the manager. If the cemetery is publicly owned (i.e. municipal, county, special district) no fee is charged for any change in principal.</i>	
If form will not be postmarked by December 31, 2020, add \$50	
Two Year Cemetery Facility Renewal Fee Total	\$

CREMATORIUM or ALTERNATIVE DISPOSITION COMPANY FEE CALCULATION	
Total number of dispositions for calendar year in 2018 and 2019	
Multiply the number above by \$2	\$
Plus biennial renewal fee \$200	\$ 200
If there is a Change in Principal or Manager, add \$50 for each new principal	
If form will not be postmarked by December 31, 2020, add \$50	
Two Year Crematorium or AD Company Facility Renewal Fee Total	\$

FUNERAL ESTABLISHMENT or IMMEDIATE DISPOSITION COMPANY FEE CALCULATION	
Biennial License Fee	\$ 700
If there is a Change in Principal or Manager, add \$50 for each new principal	
If form will not be postmarked by December 31, 2020, add \$50	
Two Year Funeral Establishment or IDC Facility Renewal Fee Total	\$

By signing this form, I certify that I am an authorized agent of the facility's owner and that all information on this application 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).

Print Name & Title

Signature: Date: