FUNERAL ESTABLISHMENT LICENSE – TYPE “A” OR “B”

COMPLETION INSTRUCTIONS

Items required to be submitted at the time of application:
1. Completed, signed, and notarized Establishment License – Application form.
2. $300.00 Fee ($50.00 Application Fee + $250.00 Inspection Fee)
3. Completed, signed, and notarized Manager Change/Acceptance of Manager Position form.
4. Completed, signed, and notarized Embalmer Agreement form.
5. Cover Letter that indicates the (a) potential inspection date and (b) servicing crematory.
6. Certificate of Liability Insurance. (The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services should be listed as a Certificate Holder.)

To minimize delays in the processing of this application, you are encouraged to read, understand, and follow the requirements under the Arkansas Code Annotated and Rule IV:
- A.C.A. § 17-29-304 Funeral Establishment – Requirements [Effective July 1, 2018]
- Rule IV (Refer to the provisions governing whichever type of license for which you are applying.)

The current A.C.A. and Rule IV are available online at: https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/rules-regulations/

Items required at the time of inspection:
1. Complete copies of the following documents that will be used by the establishment:
   - Statement of Funeral Goods and Services form
   - General Price List
   - Casket Price List
   - Outer Burial Container Price List
2. City Occupancy Certificate or Business/Commercial License (if applicable)
3. Verification that the facility/location complies with and passes all local building safety and fire codes

Additional Instructions:
- All applications and supporting documentation should be received at least fourteen (14) days prior to the next board meeting. This will allow for the inspector to have enough time to complete the inspection and prepare the inspection report prior to the board meeting.
- Once a Board Meeting agenda is established in advance of the meeting date, it will not be amended/modified within the one (1) week prior to the meeting date.
- The funeral home, owner and manager, are required to appear before the Board during the Board Meeting in which the application is being considered/reviewed for approval.
- Once the Board has approved the application, the remaining fees of $185.00 are due ($35.00 Original License Fee + $150.00 Annual Fee). Due at Board meeting.

If you have any questions regarding the application process, please contact our offices at (501) 682-0574.

Return Completed Application To: Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov