



Louisiana State Board of Embalmers and Funeral Directors New Orleans, LA

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Information to be used when filing a complaint with the

Please submit as much information as possible when submitting the Affidavit and Complaint form with the Board. If applicable, please include a copy of the death certificate and any information that you were provided by the funeral home (such as purchase agreement, authorization to embalm...). The more information we have, the better an "investigative report" can be compiled. If you cannot be reached during the day, then please give us an evening phone number and a time to reach you. It might be necessary to verify information with you during the course of our investigation.

Once we have received your Affidavit and Complaint, the process is as follows:

- 1) We notify you that your complaint has been received.
- 2) Our staff conducts an investigation to compile a report that is that is presented to the board's attorney; and,
- 3) The Complaint Review Committee reviews the "Investigative Report" to determine if any possible violations of the Louisiana statutes and/or rules and regulations have occurred.

If possible/alleged violations are indicated in the reviewer's opinion, then in all probability a hearing with the parties involved will be arranged according to the Louisiana Administrative Procedures Act. Should the hearing be held, all parties involved will be given the opportunity to present their case to the entire Board. There is a possibility that you and appropriate other parties will need to appear at the hearing, but this is not always the case. You will be given ample advance notice should your presence be required.

The Board consists of nine (9) Governor appointed members serving four (4) year terms. Eight (8) members are active licensees and one (1) is a consumer representative. The board has the legal authority to revoke, suspend or restrict the licenses that they regulate. Monetary fines are a part of the Board's authority. The Board does not have the authority to regulate the actual prices charged by funeral homes. We do, however, regulate the manner in which prices are charged and displayed.

The Board usually meets every six to eight weeks. You will be notified immediately after your complaint has been investigated and reviewed.

In the meantime, please feel free to contact our office if we can answer any questions or be of further assistance. We will process your complaint as effectively and quickly as possible.

Sincerely,

The Louisiana State Board of Embalmers & Funeral Directors



**Louisiana State Board of Embalmers
and Funeral Directors**

"SUGGESTED FORM"
AFFIDAVIT AND COMPLAINT

I, _____, residing at _____

of lawful age and being first duly sworn state:

1. I wish to file this Affidavit and Complaint with the Louisiana State Board of Embalmers and Funeral Directors against _____
_____ (licensees).

2. That the date of the alleged incident(s) is on or about: _____
_____.

3. The facts on which the complaint is based are as follows: _____

Signature of Complainant

Date

Please attach any additional pages or appropriate information as they will be incorporated by reference. It would be helpful to include a daytime phone number that you can be reached (_____)_____.

State of _____
Parish(County) of _____

Before me, the undersigned Notary Public, personally came and appeared

who, after being duly sworn, states that he/she has read the foregoing Affidavit and Complaint and knows the contents therefore; and that the same is true and correct to the best of his/her knowledge, information and belief.

SWORN TO AND SUBSCRIBED by me,
this ____ day of _____,
20____, at _____,
Louisiana.

(SEAL)

NOTARY PUBLIC

PLEASE PROVIDE A CONTACT PHONE NUMBER AND A MAILING ADDRESS FOR CORRESPONDENCE.