



## **Funeral Establishments and Renewal**

Establishment renewals MUST have the Annual Report of Preneed attached whether there is preneed or no preneed, THIS IS A REQUIREMENT.

**IT IS THE RESPONSIBILITY OF THE LICENSEE TO MAINTAIN THE REQUIREMENTS FOR HOLDING A LICENSE ISSUED FROM THIS BOARD.**

This office and every transaction made by this office is monitored and audited by the State of Louisiana annually. This office MUST follow the State's regulations for procedural duties and authority.

### ***Does an individual need to be licensed to open or own a funeral establishment?***

No. The funeral establishment must be managed on a full time daily basis by a licensee, either a funeral director or an embalmer and funeral director. **LA R.S. 37:842 (F).**

### ***Do I need to notify the Board regarding a manager change?***

Yes. An email notification or a letter can be faxed advising the Board of a new manager of the establishment. **LA R.S. 37:842 (F)(1).**

### ***Do I need to notify the Board regarding licensed employees as they are hired or no longer working for the establishment?***

No. It is not a requirement stated within the regulations.

### ***How do I find out if the licensed employees at the funeral establishment are current with their CEs?***

A written request MUST be made by email or fax for the licensee(s) CE status information.

### ***Is it possible for a branch establishment to have an operational embalming room?***

Yes. Please refer to Title 46, Part XXXVII, §1107, specifically §1107 (2)(a)(i) and (ii) for the branch exceptions.

### ***Does a branch funeral establishment have to maintain 6 caskets as required by the regulations?***

No. Please refer to Title 46, Part XXXVII, §1107, specifically §1107 (2)(a)(i) and (ii) for the branch exceptions.

### ***Does the funeral establishment need to have an actual "Red Book" for handwritten entries?***

The funeral establishment is required to keep records of each funeral or service provided but in lieu of a "Red Book" with handwritten entries, the records may be electronic/computer based. **Title 46, Part XXXVII, §1107 (E).**

### ***If a branch funeral establishment is closed, can the main funeral establishment continue to keep the phone number that was associated with that branch location?***

Yes. Please refer to Title 46, Part XXXVII, §1111 (A).

***Do I need to turn in the Preneed report annually if the funeral establishment does not have preneed?***

Yes. A report is required whether there is preneed or no preneed and MUST be notarized with the manager's signature. **LA R.S. 37:865 (D)**.