

Office use only:

0641 833 41701 Principal Fee - No charge
(For cemeteries only, see instructions on back)
0641 833 41701 \$50.00 Principal Fee
0620 833 41701 \$25.00 Facility Reissue Fee

Oregon Mortuary and Cemetery Board
800 NE Oregon Street, Suite 430
Portland OR 97232-2195
mortuary.board@state.or.us
www.oregon.gov/MortCem
971-673-1507 phone
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APPLICATION FOR CHANGE OF PRINCIPAL ¹

1 Licensed Facility Name (as identified on license):

2 Licensed Facility Owner Name (as identified on license):

3 New Principal Information:

a. Print True Name and Title(s): _____

b. Does new principal replace existing principal? (Yes / No) _____

If yes, print name and title of former principal: _____

c. Will the new principal be the facility manager? (Yes / No) _____

If yes, please review instructions on the back of this form.

d. If former principal is still active, provide name and new title: _____

4 Facility Contact Name and Telephone Number:

(Print name and provide telephone number of person to contact for information about the change of principal.)

5 Authorized Signature:

(Signature of duly authorized officer or agent.)

title

date

¹ If the proposed principal **currently holds a personal license issued by the Board**, the proposed principal does not need to submit a Background Information Questionnaire.

APPLICATION FOR CHANGE OF PRINCIPAL INSTRUCTIONS

Oregon Administrative Rules (OAR) 830-040-0040 provides that all facility applications shall specify the real and true names of the person(s) who own or have an interest in the licensed facility, including percentages of ownership. Applications must also specify the names of all principals.* If the principal is a corporation, the application shall include the names of all principals of that corporation. OAR 830-040-0000(4). However, the Board does not require principal information of any corporation above Organization Level 2.

When there is a change in any principal of the licensed facility, the licensee shall provide the Board with the name of the new principal on an Application for a Change of Principal form, with a completed Background Information Questionnaire (see footnote on Page 1 for exception). OAR 830-011-0050(1) provides that all principals of licensed facilities must submit to a background investigation.

OAR 830-030-0000(9) provides that upon providing written notification to the Board, a funeral service practitioner (FSP) may be permitted to manage two funeral establishments (FEs) or two immediate disposition companies (IMs), or one of each. An FSP may be authorized by the Board to manage more than two FEs or IMs, or a combination of same, upon providing a written request to the Board which describes the basis for the request. The Board may approve the request after consideration of relevant facts or circumstances including but not limited to information that the Board may request from the FSP.

The Board may deny, suspend or refuse to issue or renew a facility license based upon adverse conditions related to any manager or other principal of the facility.

* **Principal** means a person who has controlling authority over the licensed facility, including but not limited to:

- (a) Managers or other persons who have decision-making authority and whose primary duties include control over the operation of the licensed facility;
- (b) Officers or directors who have some degree of responsibility for the operation of the licensed facility;
- (c) General Partners, limited and joint ventures;
- (d) Sole proprietors;
- (e) Stockholders holding a majority of outstanding shares of stock; and
- (f) Members of a Limited Liability Company.

Fees:

The application fee for each change of principal is \$50.00. However, any operating cemetery that has twenty or fewer interments in the first two years of the three years preceding the renewal date is not required to pay the renewal fee or the fee for any change in principal other than the cemetery manager. If the new principal is the proposed manager, a \$25 facility license reissue fee is required in either case. ORS 692.275(1)

As a matter of policy, the Board does not charge change of principal fees or conduct background investigations on the principals of publicly owned cemeteries, i.e., municipal, county or special tax district cemeteries. However, the Board must be notified upon any change of manager or other principal. If your local government does not conduct background checks, you may request that the Board conduct a background check on the manager or any other principal of this publicly owned cemetery (except elected officials).

Forms are available upon request, 971-673-1507, or on the website, under Forms: www.oregon.gov/MortCem