

### BACKGROUND INFORMATION QUESTIONNAIRE

Each person with ownership, controlling authority, decision-making authority, and / or operating responsibility shall complete this two-page form and return it to the above address. Print legibly or type your answers.

**Name of licensed facility:** \_\_\_\_\_  
print name of cemetery, funeral establishment, immediate disposition company or crematorium

**Print Complete Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Have you ever used or been known by any other name(s)?** Yes / No If yes, list all names. Include aliases, maiden, married name(s): \_\_\_\_\_

**Residential Address:** \_\_\_\_\_  
(Street) (City & State) (Zip)

**Home phone** \_\_\_\_\_ **Work phone** \_\_\_\_\_

**Personal email** \_\_\_\_\_ **Work email** \_\_\_\_\_

**Birthplace** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**SS #** \_\_\_\_\_ **Drivers License or ID # / State** \_\_\_\_\_

You are REQUIRED to provide all RESIDENCES **within the last ten years (including current residence)**. Please list below each residence along with the dates of residence. If necessary, please use a separate sheet of paper, including your name and signature.

Dates (from-to)	Residential Street Address	City & State & Zip
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

You are REQUIRED to provide **ALL FULL-TIME** and **PART-TIME** employment information **for the last ten years**. You must include: dates of employment, company name / address, your position, your supervisor's name and current telephone number. If self-employed, provide the dates of self-employment, your business name and address. If unemployed, provide dates of unemployment. Please use a separate sheet of paper if necessary and sign and date each supplemental page.

Dates (from-to)	Business Name / Address	Position	Supervisor's Name & Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## PLEASE READ BEFORE ANSWERING THE QUESTIONS BELOW

**You must answer each question completely and truthfully.** A history of criminal and/or administrative action is not automatically disqualifying. The Board considers all mitigating and aggravating circumstances when making decisions on applications that contain administrative action or criminal history. However, false statements and misrepresentations, whether by omission or commission and intentional or not, are cause for refusal to issue an OMCB License, Certificate or Registration. **The Board has denied applications that contain misrepresentations about criminal and/or administrative action history.** The more forthright you are, the greater the likelihood your background check will be completed in a timely and successful manner.

A "Crime" includes a misdemeanor, felony, or military offense (**DUI / DUUI, DWS Misdemeanor and DWS Felony are criminal offenses.**) "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or receiving probation, a suspended sentence, or a fine. **If you have any questions, please contact Board staff prior to submitting this application.**

QUESTIONS
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1. For all new applicants:

Do you currently hold or have you **ever** held, or applied for, **any** type of occupational or professional license, certification, or registration or business license in Oregon (**including OMCB**) or any other state or country? If yes, please list them below. Use additional paper, if necessary.

Licensee/Applicant Name	License Type (Do not use abbreviations)	Licensing Agency (Do not use abbreviations)	License Number	State/Country	Status (Active, expired, etc.)

2a. For all new applicants:

Have you **ever** been the subject of any disciplinary action by **any** licensing agency, court or regulatory board in any state or country? If "yes", see instructions below.

Yes  No

2b. For all applicants who have previously applied for ANY type of OMCB license:

Have you been the subject of any disciplinary action by **any** licensing agency, court or regulatory board, (**including OMCB**), in any state or country, since your previous application or renewal? If "yes", see instructions below.

Yes  No

***If you answered “Yes” to question #2a or #2b, you must provide the following:***

- A signed, dated, written statement explaining the circumstances and status of each administrative action or initiation of action;
- All documents regarding the administrative action(s) or initiation of action(s) by any licensing agency, court or regulatory board (**including OMCB**).

**3a. For all new applicants:**

Have you **ever** been convicted of committing a crime, whether or not adjudication was withheld? (\*See definition of “crime” and “convicted” above.) If “yes”, see instructions below.

Yes  No

**3b. For all applicants who have previously applied for ANY OMCB license:**

Have you been convicted of committing a crime - whether or not adjudication was withheld since your previous application or renewal? (\*See definition of “crime” and “convicted” above.) If “yes”, see instructions below.

Yes  No

***If you answered “Yes” to question #3a or #3b, you must provide the following:***

- A signed, dated, written statement explaining the circumstances of each incident;
- Police/arrest reports for each incident leading to conviction;
- Court documents showing the charge(s) for which you were convicted and the judgment and imposition of sentence;
- If you entered into diversion or were placed on any kind of probation, including unsupervised probation, documents showing completion of diversion or probation;
- If fees or fines were imposed, documents showing the status of payment of those fees or fines.

If you have any criminal charges or issues that are currently unresolved, you may wish to discuss the specifics with the Board investigator. Please be aware that the Board can deny, revoke or suspend a license for conviction of a crime whose facts and circumstances have a demonstrable bearing upon the standards of the profession. OAR 830-050-0050(1)

In addition, a licensee who is convicted of a misdemeanor or felony or who is arrested for a felony crime shall report the conviction or arrest to the licensee’s board within 10 days after the conviction or arrest. ORS 676.150(3)

## **FREQUENTLY ASKED QUESTIONS ABOUT CRIMINAL BACKGROUND CHECKS**

### **WHAT IF MY ATTORNEY TOLD ME THAT MY RECORD WAS “EXPUNGED”?**

Some applicants confuse dismissal with expungement, but they are not necessarily the same. The only action that can fully erase a criminal arrest and conviction in Oregon is an expungement. There is a statutory process for having a record expunged. You do not need to report a conviction that has been expunged, but if it has not been expunged, you must report it with your application.

If you are unsure whether your record was expunged, you may want to contact the court or your attorney prior to submitting your application.

### **WHAT IF I WAS TOLD I DIDN'T HAVE TO ANSWER TRUTHFULLY WHEN ASKED ABOUT A CRIMINAL INCIDENT?**

ORS 692.180(1) allows the Board to deny a license for making a false statement on an application, whether by omission or commission and intentional or not. The only exception to this is if a criminal record has been expunged, in which case, you can answer “No” to Question 3a or 3b. Please contact the court or your attorney if you are unsure whether your record was actually expunged.

### **WHAT IF I AM UNABLE TO OBTAIN POLICE OR COURT RECORDS?**

We require copies of any available police reports and court documents for each incident in which you were involved. If you cannot obtain the records, you must provide a letter from the law enforcement jurisdiction and court (if applicable) stating that the records regarding your police or court action are not available. These letters should identify you by name and date of birth.

**If you have any questions, please contact Board staff prior to submitting this application.**