FUNERAL ESTABLISHMENT OR UNAFFILIATED PRACTITIONER MANAGER CHANGE NOTIFICATION

Pursuant to G.S. § 90-210.25(d)(2)a., each Funeral Establishment and individual or entity that is issued a permit to engage in the practice of funeral service pursuant G.S. § 90-210.25(a2)(2) ("Unaffiliated Practice") must have in charge a person, known as a manager, who is licensed by the Board as a funeral director or funeral service licensee. **The manager shall be charged with overseeing the daily operation of the Funeral Establishment or Unaffiliated Practice.**

Unless expressly provided under the provisions of S.L. 1987-430, no funeral director or funeral service licensee is permitted to manage more than one Funeral Establishment or Unaffiliated Practice.

No Funeral Establishment or Unaffiliated Practice may operate more than 30 days without a duly licensed manager, and, during any such vacancy, the Funeral Establishment or Unaffiliated Practice must retain at least one licensee who is eligible to perform all services requiring a license, i.e., an embalmer and a funeral director, or a funeral service licensee.

This form must be signed by both the newly appointed manager and the licensed principal who is actively engaged in the operation of the Funeral Establishment or Unaffiliated Practice pursuant to G.S. § 90-210.27A(e). The completed form must be emailed to permitapplications@ncbfs.org.

1. Name of Funeral Establishment or Unaffiliated Practice:

   _____

2. Permit number of Funeral Establishment or Unaffiliated Practice: _____

3. Name and license number of the funeral director or funeral service licensee being named as manager of Funeral Establishment or Unaffiliated Practice:

   _____

4. Effective date of appointment:_____

5. Name and license number of the outgoing manager:

   _____

6. Is the outgoing manager still employed by the Funeral Establishment or Unaffiliated Practice:_____

7. Name and license number of the principal (sole proprietor, partner, LLC member, or corporate officer, i.e., president, vice president, or chairperson of the board of directors):

   _____

_____ _____

Signature of New Manager | Signature of Licensed Principal Pursuant to G.S. § 90-210.27A(e)

_____ _____ _____ _____

License Number | Date | License Number | Date