



NORTH CAROLINA
BOARD OF FUNERAL SERVICE

PETITION FOR PREDETERMINATION

A predetermination is a voluntary, written request by an individual to determine whether the criminal history will likely disqualify the individual from obtaining licensure. Predetermination approvals and denials are based on the following indicators:

- a. The level and seriousness of the crime;
- b. The date of the crime;
- c. The age of the applicant at the time of the crime;
- d. The circumstances surrounding the commission of the crime, if known;
- e. The nexus between the criminal conduct and the prospective duties of the applicant as a licensee;
- f. The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed;
- g. The completion of , or active participation in, rehabilitative drug or alcohol treatment;
- h. A Certificate of Relief granted pursuant to North Carolina General Statute § 15A-173.2;
- i. The subsequent commission of a crime by the applicant; and,
- j. Any affidavits or other written documents, including character references.

Predeterminations are not required and are not a Final Agency Decision [FAD]. The Petitioner will be notified when the predetermination has been reached. Favorable predetermination is binding on the Board, provided that the criminal history is correct and remains unchanged at the time of application for licensure.

If the Board predetermines that the petitioner's criminal history is likely grounds for denial of a license, the Board will notify Petitioner in writing regarding the grounds or reasons for predetermination.

Regardless of any predetermination rendered by the Board, the Petitioner has the right to complete any requirements for licensure; apply to the Board; and have his or her application considered by the Board under its application process. Any further evidence of rehabilitation or mitigating circumstances will be considered upon application.

YOU MUST SUBMIT YOUR WRITTEN REQUEST FOR PREDETERMINATION AND A FEE OF \$45.00 [Money Order, Personal Check, or Cashiers Check only] TO:

NC Board of Funeral Service
ATTN: Executive Director
1033 Wade Avenue, Suite 108
Raleigh, NC 27605

Do not send duplicate requests - doing so may delay the review process.



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INSTRUCTIONS FOR REQUESTING PREDETERMINATION

Your Petition to request predetermination must include the following information. Additionally, you must include the Affirmation and Signature page. Always be forthcoming with the information you provide.

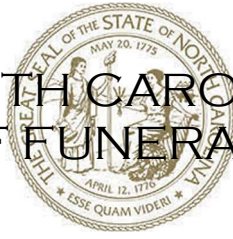
1. Your name
2. The last four digits of your Social Security Number
3. Your current residential address
4. Your current mailing address
5. A nationwide criminal history record report from a reporting service approved by the NC Board of Funeral Service
6. For each crime identified in the criminal history record report, you must provide the following information:
 - Whether the crime was a felony or misdemeanor
 - The date that the crime occurred
 - The date your were convicted of, or pled guilty or *nolo contendere* to, the crime
 - Your age at the time of the crime
 - The period of time during which you were incarcerated for the crime, if any
 - The period of time during which you were on probation or parole for the crime, if any
 - Any documentation related to your rehabilitation or employment since the date of the crime, if any
 - Whether you have undergone any rehabilitative drug or alcohol treatment since the date of the crime
 - Whether a Certificate of Relief has been granted regarding the crime, pursuant to NC Gen Stat 15A-173.2
 - Any affidavits or other written documents, including character references, for you.

The Board will issue a predetermination within forty-five (45) days of receiving the complete petition from the individual.

A predetermination that your criminal history does not preclude you from being eligible for a license shall be binding on the Board if you apply for licensure; fulfill all other requirements for the occupational license; and your submitted criminal history was correct and remains unchanged at the time of application for a license.

Requests for Predetermination require payment of a \$45.00 fee payable by Money Order, Personal Check or Cashiers Check. Please mail payment to the NC Board of Funeral Service, 1033 Wade Avenue, Suite 108, Raleigh, NC 27605.

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AFFIRMATION AND SIGNATURE

Read and sign the following affirmation. ***Your signature must be notarized.***

By signing below, I am requesting that the North Carolina Board of Funeral Service conduct a predetermination of whether my criminal history will likely disqualify me from obtaining a license. I affirm that I have read the instructions for submitting requests for predetermination; North Carolina General Statute 90, Articles 13A, 13D, 13E, and 13F; and the Board's governing rules.

I affirm that the information I am submitting is true, and I further understand that the Board reserves the right to make inquiries about me, including a criminal records check and any of the information I have given in support of my Petition to request predetermination.

State _____ *County*

I, _____, a Notary Public for said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Signature of Petitioner

Date

Witness my hand and official seal, this the _____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____, 20 ____.

