



NORTH CAROLINA BOARD OF FUNERAL SERVICE

NEW PRENEED FUNERAL ESTABLISHMENT APPLICATION CHECK-LIST

This check-list is provided to assist you in completing and/or submitting each document required for assigning a preneed funeral establishment license number. Each required document must be received and approved prior to a permit number being issued.

Once your application and fee are received, the Inspector responsible for the geographic region where your funeral establishment is located will contact you. He or she will be your contact person throughout the application process.

If you have questions regarding any of the items listed below, or the application process in general, please contact your Inspector. A list of Board inspectors is available at: <https://www.ncbfs.org/inspectors.php>

- 1) All spaces on application must be filled out completely (including ownership structure, etc.)

Email to: permitapplications@ncbfs.org

- 2) Non-refundable application fee of \$150.00 **Pay online:** <https://www.ncbfs.org/online-payment.php>

- 3) Completed Form Schedule A listing each individual seeking a preneed sales license on behalf of the preneed funeral establishment.

Form Schedule A: <https://ncbfs.org/forms/preneed/SchedA-Preneed-Sales-Licenses.pdf>

- 4) Surety bond in an amount of at least \$50,000.00, as required by N.C. G.S. § 90-210.67(b), naming the N.C. Board of Funeral Service as the obligee / trustee

Bond Form: <https://ncbfs.org/forms/preneed/Preneed-Establishment-License-Bond.pdf>

- 5) Secretary of State (verification corporation or LLC is “current & active”)

Note: Each required item must be received by the inspector prior to a permit number being issued.

The application process must be completed and a permit number issued within 90 days from the application date. Any application failing to be issued a permit number within 90 days will be considered denied.

This form must be initialed by a Board inspector and returned with the inspection report.

Inspector

Date