



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Cemetery Authority (250)

Effective: 12/2024
Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Cemetery information:

- Name, address and location of Cemetery
- Cemetery Authority contact information
- Ownership
- Cemetery Owner's information
- Questionnaire
- Statement of Assets and Liabilities

REQUIRED SUPPORTING DOCUMENTS

You must submit following:

A. Ownership documents must be uploaded with application (if applicable)

- Partnership (upload copy of the partnership agreement or, if no agreement exists, a list of partners and each partner's ownership interests)
- Corporation (upload a copy of the Articles of Incorporation and a Certificate of Good Standing issued by the Secretary of State within the previous 60 days)(if a foreign corporation, a copy of the authorization to conduct business in Illinois)
- LLC or PLLC (upload a copy of the Articles of Organization and a Certificate of Good Standing issued by the Secretary of State within the previous 60 days)
- Other (specify) (upload a copy of the relevant document creating the entity)

B. Statement of Assets and Liabilities

- Supporting document [CA-AL](#) must be completed and uploaded with application.

C. Questionnaire

- Supporting document [Quest](#) must be completed by each Applicant, Principal, Owner, Member, Officer, or Shareholder holding 25% or more corporate stock or other ownership interest of the Cemetery Authority.

D. Authorization for Criminal Background Check

- Supporting document [BC-CEM](#) must be completed must be completed by each Applicant, Principal, Owner, Member, Officer or Shareholder holding 25%.

IMPORTANT INFORMATION ONCE LICENSED

- All Cemetery Authority licenses expire on August 31st of each even-numbered year, regardless of issuance date.
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- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.