



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

QUALIFICATIONS FOR LICENSURE:

Cemetery Authority

(250)

Effective Date: 12/2024

Revised Date: 02/2026

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:

- **Cemetery name and address**
 - Cemetery's name, street and city address, and telephone number. If a cemetery does not have a telephone on the property, the cemetery authority shall provide the number of the telephone located at another office of the cemetery authority or the cemetery must designate a phone number, for contact purposes, of someone who has authority over cemetery operations.
 - If the cemetery authority does not receive mail at the street and city address of the cemetery, the cemetery authority shall provide an additional address where mail is or can be received.
- **Cemetery Authority contact information**
 - Must provide cemetery owner's name, address of record, email address of record, and home telephone number or,
 - If the applicant is a corporation, limited liability company, partnership, or other entity permitted by law, name and contact information for each principal, owner, member, officer and shareholder holding 25% or more of corporate stock or other ownership interest must provide a completed Questionnaire.

- **Ownership**
 - 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)
- **Statement of Assets and Liabilities**
 - The intended purpose of gathering a statement of assets and liabilities is to gauge the financial resources available to a cemetery authority for the care and maintenance of the cemetery.
- **Criminal Background Check**
 - Each Applicant, Principal, Owner, Member, Officer or Shareholder holding 25% or more must submit to a criminal background check.

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- **Ownership documents-** must upload required documents referenced under license qualifications.
- **Statement of Assets and Liabilities-** Supporting document [CA-AL](#) must be completed and uploaded with application.
- **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.
- **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 every 2 years, regardless of issuance date
- 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.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.