



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Cemetery Authority-Partial Exempt

(252)

Effective: 12/2024

Revised: 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)

- **Exempt Qualifications**

- Must qualify under a partial exemption, as defined in Section 5-20(b) of the Act, as a public or religious cemetery or a cemetery authority that has engaged in 25 or fewer interments, inurnments or entombments of human remains for each of the preceding 2 calendar years.
 - A religious society or association includes a not-for-profit entity formed for a religious purpose.
 - Public cemetery means a cemetery owned, operated, controlled, or managed by the federal government, by any state, county, city, village, incorporated town, township, multi-township, public cemetery district, or other municipal corporation, political subdivision, or instrumentality thereof authorized by law to own, operate, or manage a cemetery.
 - Religious cemetery means a cemetery owned, operated, controlled and managed by any recognized church, religious society, association, or denomination, or by any cemetery authority, or any corporation administering, or through which is administered, the temporalities of any recognized church, religious society, association, or denomination.

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.

IMPORTANT INFORMATION ONCE LICENSED

- All Cemetery Authority licenses expire on August 31st every 4 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.