

**MONTANA BOARD OF FUNERAL SERVICE**  
**PO BOX 200513**  
**301 S PARK, 4<sup>TH</sup> FLOOR**  
**Helena, MT 59620-0512**  
**Licensing Phone: 406-444-5711**  
**Email: [UnitB@mt.gov](mailto:UnitB@mt.gov) Website: [www.funeral.mt.gov](http://www.funeral.mt.gov)**

**MORTUARY APPLICATION**

**LICENSE REQUIREMENTS**

- Applicants for a new mortuary must meet the requirements in [ARM 24.147.403](#) and [24.147.901](#) and [37-19-402](#) and [37-19-403](#), MCA.
- Applicants who have purchased an existing mortuary or are transferring an existing license to a new location must meet the requirements in [ARM 24.147.403](#), [24.174.901](#), and [24.147.903](#) and [37-19-402](#) and [37-19-403](#), MCA.
- Applicants must pass an inspection by a board-authorized inspector (see above statutes and rules and example of inspection form used by inspector for more information on inspection details).

**APPLY FOR LICENSURE – CHECKLIST**

**\*Applicants for NEW Mortuary\***

***The following must accompany an application for licensure:***

- \$575 application fee (\$375 application fee, \$200 inspection fee);
- owner information and designation of mortician-in-charge form (see form included with this application); and
- application for a temporary permit (see form included with this application). Issuance of the temporary permit allows the facility operate per [ARM 24.147.403](#)(1).

***The applicant must pass:***

- inspection by board authorized inspector (see example of inspection criteria included with this application). The inspection will be conducted after a temporary license has been issued.

**\*Applicants for an EXISTING Mortuary with NEW OWNERSHIP\***

***The following must accompany an application for licensure:***

- \$575 application fee (\$375 application fee, \$200 inspection fee);
- owner information and designation of mortician-in-charge form (see form included with this application);
- notice of change in ownership form (see form included with this application); and
- application for a temporary permit (see form included with this application). Issuance of the temporary permit allows the facility operate per [ARM 24.147.403](#)(1).

***The applicant must pass:***

- inspection by board authorized inspector (see example of inspection criteria included with this application). The inspection will be conducted after a temporary license has been issued.

**\*Applicants for a TRANSFER OF EXISTING LICENSE (i.e. physical relocation)\***

***The following must accompany an application for licensure:***

- \$575 application fee (\$375 application fee, \$200 inspection fee);
- notice of change address/relocation form (see form included with this application); and
- application for a temporary permit (see form included with this application). Issuance of the temporary permit allows the facility operate per [ARM 24.147.403](#)(1).

***The applicant must pass:***

- inspection by board authorized inspector (see example of inspection criteria included with this application). The inspection will be conducted after a temporary license has been issued.

**APPLICATION AND PROCESSING PROCEDURES**

- When the application file is complete, it will be processed and considered by board staff. The applicant will be notified of any deficient or missing items from the application file.
- Once a routine application is complete, the application takes up to 30 days to process. Once a routine application is processed and approved a license will be issued.
- If the application is considered non-routine there may be a delay in processing the application. Additional information may be requested from the applicant. If an application is considered non-routine it must be reviewed by the board at a board meeting.

- Applicants must keep the board office informed of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

**For information with regard to the processing of this application or other concerns please contact board licensing staff at 406-444-5711 or email [UnitB@mt.gov](mailto:UnitB@mt.gov).**

**Applicants must be aware of the Montana laws and rules for funeral service, which can be found at [www.funeral.mt.gov](http://www.funeral.mt.gov).**