



## Montana Board of Funeral Service

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## Licensing Requirements and Application Checklist Cemetery (private, for-profit)

### License Requirements for Cemetery

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Proof of perpetual care and maintenance trust fund opened in a banking institution, savings or building and loan association, or credit union which must maintain an office in the state of Montana - [[MCA 38-19-822](#), [37-19-828](#), [ARM 24.147.1301](#)]
2. Amount currently deposited in perpetual care and maintenance trust fund - [[ARM 24.147.1301](#)]
3. Description of the property including size, location, topography and access to water - [[ARM 24.147.1301](#)]
4. Land use or zoning permit from city or county (if applicable, not all cities and counties require zoning permits for cemetery) - [[ARM 24.147.1301](#)]
5. Designation of manager/person-in-charge to manage the cemetery (including its records) - [[MCA 37-19-814](#), [ARM 24.147.1301](#), [24.147.1302](#)]
6. Designation of the person in charge of cemetery sales - [[ARM 24.147.1301](#)]
7. List of all owners, partners, incorporators, directors, officers, and trustees of the perpetual care and maintenance fund - [[ARM 24.147.1301](#)]

### Checklist of Required Documents to Submit for Application for Cemetery

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Certified copy of perpetual care and maintenance trust fund agreement
- Confirmation directly from the banking institution, savings or building and loan association, or credit union regarding proof of the trust account
- Accurate and readable map of the proposed cemetery site and surrounding area showing acreage, highways, access roads, area of cemetery development, etc. (scale not less than one inch to 500 feet)
- Copy of land use or zoning permit (if applicable)
- Certified copy of the articles of incorporation (if applicable)
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).



**Application Fee(s) for Mortuary Branch Establishment**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or a bank account. If you submit a paper application, you must submit a check or money order. Do not mail cash.

- \$1813 application fee
- \$290 inspection fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**