



Montana Board of Funeral Service

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CHANGE OF MORTICIAN-IN-CHARGE – OWNER & NEW MORTICIAN-IN-CHARGE CHANGE FORM

Instructions

In order to operate, a mortuary or branch establishment must have a designated mortician-in-charge who is licensed in Montana ([ARM 24.147.901](#)(1)(b), [37-19-402](#)(1), MCA). The board must be notified within ten days of any change in the mortician-in-charge by both the mortuary and the previous mortician-in-charge per [ARM 24.147.409](#).

This form must be submitted by the owner of the mortuary or branch establishment which is designating a new mortician-in-charge.

Section 1 – Owner and Facility Information

1. Owner Name(s): _____
2. Business Name: _____
3. Mortuary or Branch Establishment DBA: _____
If different than business name
4. Business Physical Address: _____
5. Business Address: _____
Mailing address, if different than physical address
6. Business Email Address: _____
7. Telephone: _____
Business _____ Cell _____
8. Mortuary or Branch Establishment License Number: _____

Section 2 – Previous Mortician-in-Charge Information

9. Previous Mortician-in-Charge Name: _____
10. Previous Mortician-in-Charge License Number: _____
11. Effective Date of Change of Mortician-in-Charge: _____
i.e. date licensee ceased to be the designated mortician-in-charge

Section 3 – New Mortician-in-Charge Information

12. New Mortician-in-Charge Name: _____
13. New Mortician-in-Charge License Number: _____



14. Effective Date of Change of Mortician-in-Charge: _____
i.e. date licensee was designated the mortician-in-charge

Section 4 – Declaration

I, the owner of this mortuary or branch establishment as described in Section 1, declare that the licensee described in Section 2 is no longer designated mortician-in-charge of this mortuary or branch establishment as of the effective date stated in Section 2. The licensee described in Section 3 is designated as the mortician-in-charge as of the effective date stated in Section 3.

Legal Signature of Owner

Date

I, the mortician as described in Section 3 accept the designation as mortician-in-charge of this mortuary or branch establishment as of the date stated in Section 3.

Legal Signature of New Mortician-in-Charge

Date