



Cemetery Board
COMPLIANCE AGENT DESIGNEE APPLICATION
No Fee Required

1. Cemetery Company Name _____

2. Trade, "Doing Business As" (DBA), or Fictitious Name _____

3. Virginia Cemetery Company License No.

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 Expiration Date _____

4. Mailing Address (PO Box accepted) _____

 City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

 City _____ State _____ Zip Code _____

6. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.

7. Contact Numbers _____
 Primary Telephone _____ Alternate Telephone _____ Fax _____

8. Cemetery Name _____

9. Compliance Agent Designee Name _____
 Last _____ First _____ Middle _____ Generation _____

10. Compliance Agent Designee's Identification Number*: (Provide at least **one** of the following.)
 Social Security Number and/or

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 Virginia DMV Control Number

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- Enter the same identification number as used on examination, previous applications or licenses on file with the department.
- * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

11. Compliance Agent Designee's Address _____

 City _____ State _____ Zip Code _____

12. Compliance Agent Designee's Date of Birth _____ (Must be at least 18 years of age.)
 MM/DD/YYYY

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|----------------------|------|-----|------------------------|----------|------|------------------|------------|
| BOARD USE ONLY | DATE | FEE | TRANS CODE 1020 | ENTITY # | 4909 | FILE #/LICENSE # | ISSUE DATE |
|----------------------|------|-----|------------------------|----------|------|------------------|------------|

13. Has the Compliance Agent Designee successfully completed a minimum of 4 hours of Board-approved training courses?
 No
 Yes If yes, attach original certificates of completion of training courses or other documentation certifying completion of the course.
14. Does the Compliance Agent Designee have two years experience in the cemetery business?
 No
 Yes
15. Is the Compliance Agent Designee a full-time employee of the cemetery company or a principal?
 No **IF NO, THIS APPLICATION CANNOT BE PROCESSED.**
 Yes
16. Does the Compliance Agent Designee hold any current or previous cemetery licenses/registrations from Virginia or any other jurisdictions?
 No
 Yes
17. Has the compliance agent designee listed on this application ever been subject to a disciplinary action imposed by any (including Virginia) local, state, or national regulatory body?
 No
 Yes If yes, complete the [Disciplinary Action Reporting Form](#).
18. A. Has the compliance agent designee listed on this application been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of ***any misdemeanor involving moral turpitude***, there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Has the compliance agent designee listed on this application ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of ***any felony***? *Any plea of nolo contendere shall be considered a conviction.*
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).
19. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested registration. I also certify that I understand, and have complied with, all the laws of Virginia related to cemetery company licensure under the provisions of Title 54.1, Chapter 23.1 of the *Code of Virginia* and the *Virginia Cemetery Board Regulations*.

Signature _____ Date _____
 Compliance Agent Designee's Signature

Signature _____ Date _____
 Compliance Agent's Signature

BOTH SIGNATURES ARE REQUIRED.