



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.

4	9	0	1						
---	---	---	---	--	--	--	--	--	--

 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 _____

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 **one** of the following.)

Social Security Number or Virginia DMV Control Number *

--	--	--	--

 -

--	--

 -

--	--	--	--

* 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

13. Has the Compliance Agent Designee successfully completed a minimum of 8 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

BOARD USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
		NO FEE	1020		4909	

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, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
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, list the **misdemeanor involving moral turpitude** of any conviction(s). Attach your original criminal history record* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.
-
- 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, list the **felony** conviction(s). Attach your original criminal history record* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.
-

* Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at www.vsp.virginia.gov or by phone at 804-674-6718.

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.