**INSTRUCTIONS FOR**

**RESPONSIBLE PARTIES OF**

**NON-PROFIT CEMETERIES**

**THAT DO NOT SELL BURIAL GOODS**

**“CHECK LIST” FOR PERMIT AND REGISTERED CEMETERIAN APPLICATIONS”**

**(FORM: LABOR/OCO-07/7-02)**

**(FORM: LABOR/OCO-06/7-02)**

1. The Office will consider the applicant for registered cemeterian of the non-profit cemetery to be the “Responsible Party” required by law. Make sure that the registered cemeterian applicant completes all items on the application form and affixes his/her signature as the "Responsible Party”.
2. Please ***type or print legibly*** on all forms. Review each completed application to be sure that ***all*** questions are answered **accurately**.

(3) ***The Registered Cemeterian applicant must also submit an affidavit with the permit application which states that the cemetery does not sell burial goods and has non-profit status***.

(4) **In Item #9**, the Office will check with the Maryland Department of Assessments and Taxation to obtain verification that your business is in good standing.

(5) **Do not send any checks at this time**.**You will be billed later**. **Email the completed applications** to [Leila.whitley@maryland.gov](mailto:Leila.whitley@maryland.gov) and any supplementary materials for a Registered Cemeterian (if “yes” in the disciplinary history item-court documents), to the Office at:

**Office of Cemetery Oversight**

**Maryland Department of Labor**

**1100 N. Eutaw Street, Room 515**

**Baltimore, Maryland 21201**

(6) Completed application forms must be **returned to the Office of Cemetery Oversight within 15 days** from the date you receive this packet.

(7) The application will be reviewed by the Office, and if approved, **separate invoices for a payment of $50.00 each will be sent to the respective cemetery and registered cemeterian applicant’s mailing address.** The Office suggests that all invoices be handled by the applicant/registered cemeterian for coordination of payment.