ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

MANAGER CHANGE / ACCEPTANCE OF MANAGER POSITION | Type B Establishment

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RULE 1. Section 6 – FUNERAL ESTABLISHMENTS, C. FUNERAL ESTABLISHMENT TYPE B – MORTUARY SERVICE FUNERAL FIRMS

1. A mortuary service firm is an agent of a Type A establishment and as such does not make arrangements with the public. Applicants seeking Type B licensure must meet the following minimum requirements:
   e. The application must state that the mortuary service firm is under the management and supervision of a dually licensed funeral director and embalmer who has been licensed as such for at least five (5) years.

3. If the funeral director and embalmer serving as the manager of the mortuary service firm shall no longer serve as manager or leave the employment of the firm for any reason, the mortuary service firm shall notify the Board of the management change within three (3) business days, and of his or her successor within fifteen (15) business days. The notification shall be made on forms provided by the Board.

Date: _____

I, _____, knowingly and willingly accept the position and responsibility as the
Name of Individual Licensee

manager of _____,
Name of the Establishment

physically located at _____, _____, AR _____.
Establishment Physical Address City ZIP Code

Establishment Board ID #: _____ Establishment License #: _____
(If different then BID#)

Printed Name: _____

Signature: _____

Effective Date of Change(if applicable): _____ Manager Board ID #: _____

Replaces Manager: _____

NOTARY PUBLIC

State of _____ [Notary Stamp or Seal]

County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____ _____
Notary Public Signature My Commission Expires

Return Completed Form To:

Arkansas Department of Commerce
Arkansas Insurance Department |Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov