CONSUMER PROTECTION BC

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APPLICATION CHECKLIST

You are required to provide the following to be licensed as a funeral provider.

☐ **Step 1: Provide proof of registration or incorporation**
You must provide proof of incorporation or registration during the application process. To register your business in BC, visit BC Registries and Online Services. If you are starting a new business, visit Small Business BC.
If you are set up as a proprietorship, partnership, or society, you must provide:
- names of all directors, senior officers, partners or proprietors
- current copy of any trade name registration(s) under which you intend to operate

If you are set up as a corporation, you must provide:
- names of all directors, senior officers, and beneficial owners with voting shares
- current copy of any trade name registration(s) under which you intend to operate
- copies of the most recent financial statements or, if a newly incorporated company, a statement of the proposed financial organization of the company

☐ **Step 2: Provide municipal licence**
You must provide a copy of your business licence issued by your local municipality.

☐ **Step 3: Complete a criminal record check**
Senior officers, partners or proprietors of your business must complete a criminal record check.
For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.
Get a criminal record check.
For non-Canadian residents, a criminal record check from your home jurisdiction is required.

☐ **Step 4: Employees must meet licensing requirement**
You must have at least one dedicated licensed funeral director assigned to your location. If you provide preparation and embalming services, you must have at least one licensed embalmer assigned to your location. If a funeral director holds both licences, they can act as the funeral director and embalmer for your location.
- Funeral Director / Embalmer Employee Transfer Form (if applicable)
- Funeral Director / Embalmer Licence Application (if applicable)

☐ **Step 5: Meet funeral facility requirements**
Provide floorplan and photos of exterior and interior areas of the facility (including public spaces, hallways, rooms, etc.). As a funeral provider, your facility must meet specific requirements. You must make sure that your facility has:
- a separate and private entrance from the street or public area
- a separate and private arrangement or meeting rooms
- adequate on-site refrigeration that is acceptable for storing human remains, or access to refrigeration elsewhere that is acceptable to the director
- met the requirements for displaying containers

If you do not have on-site refrigeration in your facility, and use refrigeration services from a funeral provider of a different business entity, you must complete a refrigeration agreement declaration in your application.
Read the Cremation, Interment and Funeral Services Regulation, section 33 and section 34.
Complete a funeral provider refrigeration agreement declaration.

If you accept human remains but do not disinfect, preserve, or restore human remains at your facility, you must have at least one separate room for the care and preparation of human remains prior to disposition and meet the requirements outlined under the Cremation, Interment and Funeral Services Regulation.
Read the Cremation, Interment and Funeral Services Regulation, section 32(2).

If you disinfect, preserve, or restore human remains at your facility, you must have at least one separate room and meet the requirements outlined under the Cremation, Interment and Funeral Services Regulation. Read the Cremation, Interment and Funeral Services Regulation, section 32(2)and section 32(3).

Step 6: Set up and maintain liability insurance
You must set up and maintain public liability insurance for each business location.

Step 7: Set up a trust account
If you offer preneed cemetery or funeral services, you must set up a preneed trust account with a savings institution in BC and provide:

- a copy of your preneed trust agreement with your savings institution
- a copy of your preneed cemetery or funeral services contract

Step 8: Complete Administrative Fee Payment Agreement
In BC, you must report and pay an administrative fee on a quarterly basis for each death registered under the Vital Statistics Act.

- Complete the Administrative Fee Payment Agreement Form

Step 9: Apply for a licence
You must submit all supporting documents with your application. If your business has more than one location, each location requires its own licence

Submit a licence application form.

Step 10: Schedule a facility pre-inspection
A pre-inspection of your operational facility is required prior to licensing.

Step 11: Read and understand your obligations
It is your responsibility to review the law pertaining to your business sector and to understand your obligations.
Review your obligations