

# Wisconsin Department of Safety and Professional Services

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## FUNERAL DIRECTORS EXAMINING BOARD FUNERAL ESTABLISHMENT

### NOTICE OF CHANGE OF THE FUNERAL DIRECTOR IN CHARGE

NO FEE REQUIRED

#### SECTION A: TO BE COMPLETED BY THE "CURRENT" FUNERAL DIRECTOR IN CHARGE

Name of Funeral Establishment as it appears on the Establishment License

Address of Funeral Establishment

Funeral Establishment License Number

Telephone Number

Name of "Previous" Funeral Director in Charge

License Number

Name of "New" Funeral Director in Charge

License Number

#### SECTION B: TO BE COMPLETED AND SIGNED BY THE "NEW" FUNERAL DIRECTOR IN CHARGE OF THE FUNERAL ESTABLISHMENT

I have agreed to be the responsible licensee for this Funeral Establishment and will be responsible for supervising and managing the operation of the Establishment. I agree to be responsible for the daily operations of this Establishment to ensure that the Establishment is in compliance with the Wisconsin Statutes and Rules.

Per Wis. Stat. § 445.105(2m) and (2s), the Funeral Director in charge of the Funeral Establishment may not be the Funeral Director in charge of more than three (3) Funeral Establishments, and at least one (1) of the Funeral Establishments of which the Funeral Director is in charge of must have a Preparation Room. A Funeral Director in charge is a person who has full charge, control, and supervision of all funeral directing and embalming services at the Funeral Establishment.

**I understand and agree to the above statements.**

Signature of New Funeral Director/Responsible Licensee

Date