



Colorado Division of Registrations
Office of Licensing — Funeral Home and Crematory Registration
1560 Broadway, Suite 1350, Denver, CO 80202
Phone: (303) 894-7800
www.dora.state.co.us/registrations

THE REGISTRATION PROCESS

Where can I download a current copy of the application form I need?

All registration forms are available online at <http://www.dora.state.co.us/Registrations>. The application for Funeral Home and Crematory establishments can be accessed directly at <http://www.dora.state.co.us/funeralhome-crematory/licensure.htm>.

Our company has multiple funeral establishment (or crematory) locations. Can we register as one funeral establishment or do we have to register each individually?

Each funeral establishment and each crematory at each location shall register with the Division of Registrations, regardless of whether they are part of a larger corporate or other type of organizational structure, pursuant to sections 12-54-110 (2)(a) and 12-54-303 (2)(a), C.R.S. If there are multiple funeral establishments at one location, only one application for funeral home registration is required. If there are multiple crematory businesses at one location, only one application for crematory registration is required. If there is a funeral establishment and crematory business at one location, an application for each is required even if they are within the same corporation.

What about applications for mortuary science practitioner, funeral director, embalmer, or cremationist?

Mortuary science practitioners, funeral directors, embalmers, or cremationists are not required to register. [HB09-1202](#) provides for registration of funeral homes and crematories, and title protection only for individual practitioners in the industry. Please refer to sections 12-54-111 and 12-54-304, C.R.S., for the qualifications for those who may call themselves a mortuary science practitioner, funeral director, embalmer, or cremationist.

My funeral home/crematory has one central location but operates chapels at other locations to conduct funeral ceremonies. No funeral goods are provided from these chapels. Do these chapels need registration?

Yes, any establishment that holds itself out to the general public as providing funeral goods and services, as well as establishments that provide funeral or memorial services to the public for compensation must be registered.

Our facility may occasionally be rented to conduct funeral or memorial services. Does it need to be registered?

Any establishment that holds itself out to the public as providing funeral or memorial services to the public for compensation must be registered. However this does not apply to facilities that may occasionally rent their facilities for memorial services such as country clubs, civic organizations (i.e. Veterans of Foreign Wars, Fraternal Order of Eagles, Knights of Columbus, etc.) or other like civic and non-profit organizations

My business brokers funeral services and cremations. Does it need registration?

Yes, registration as a funeral home is required for any business that holds itself out to the general public as providing funeral goods and services.

Can I fax you my application?

No. We cannot accept photocopies of your application for registration. You will need to mail your application, fee, and supporting documentation to our office.

Can I check the status of an application once I have submitted it?

Yes. Access <https://www.doradls.state.co.us> to check your status online. You will be asked to set up an account and password to protect your privacy. You may also contact the Office of Licensing.

How long will it take to get my registration?

The length of time required to process an application for registration varies. Once the application is considered complete, it is approved within fourteen (14) days. If the application is "Incomplete", the applicant will be notified of the deficiency. It then depends on how quickly the necessary information/documentation is submitted.

How can I make sure my application is “Complete” when I submit it?

An application is considered "Complete" when:

- ⌚ The original application form (no photocopies), and all questions are filled out completely & accurately;
- ⌚ The appropriate fee has been remitted;
- ⌚ Any additional information requested by the Director;
- ⌚ Any additional requirements listed in the application’s instructions and checklist.

My application is listed as “Incomplete,” but I can’t tell what’s missing. How do I find out?

You will receive a notification by mail or email from the Licensing Specialist assigned to your application explaining any deficiencies and it will include the Licensing Specialist’s name and contact phone number.

Will I get confirmation when my registration is approved?

Yes, you will receive notification of registration by mail. You may check the status of your registration online anytime at <https://www.doradls.state.co.us/alison.php>.

DESIGNEE**What is a designee?**

Each funeral establishment and crematory registered with the Office of Funeral Home and Crematory Registration shall identify a designee employed by that business. The designee must be in a position to have the authority to ensure compliance with the registration laws associated with funeral homes and crematories.

Who can be a designee?

A designee must be at least 18 years old; have at least two years of experience working for a funeral establishment if the designee is for a funeral home, or two years of experience working for a crematory if the designee is representing a crematory; be employed by the establishment represented; and not be designated for more than one establishment unless the additional one is under common ownership and management and no more than 60 miles away.

What are the responsibilities of a designee?

A designee must ensure compliance with the registration laws associated with funeral homes and crematories; require that all employees comply with the requirements of the title protection provisions of the practice act pursuant to section 12-54-111, C.R.S.; and, maintain records to demonstrate such compliance.

STATUTE, RULES & POLICIES**Where can I find a complete list of Statutes, Rules and Policies?**

They can be found at <http://www.dora.state.co.us/funeralhome-crematory/rules.htm>

Where can I find information on the legislation regarding Funeral Homes and Crematories?

<http://www.dora.state.co.us/registrations/HB09-1202.pdf>

CRIMINAL CONDUCT/DISCIPLINARY ACTION**Do I have to mark “yes” for charges that were subsequently dismissed, deferred, or expunged from my record?**

During the registration process – and depending on the specific application – the Division will ask whether you (both the designee and the business) have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from registration. Instead, the Director will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for registration. You should know registration is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your registration application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the registration questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your registration.

Why must I disclose information regarding charges from many years ago, or those which I do not believe affect my ability to practice in my chosen profession? May I refuse to answer a question if I feel it violates my privacy?

Registration is a privilege, not a right. It is the Director’s responsibility to protect public safety by examining all relevant criteria to determine whether an applicant is fit for registration. One thing you must do to obtain the privilege is be completely honest on your registration application.

Does a conviction make me ineligible for registration in the State of Colorado?

An arrest, criminal conviction or disciplinary action will not automatically disqualify a candidate for registration. All crimes, regardless of whether or not they were/are deferred, must be reviewed by the Director. In determining whether to issue a registration, the Director considers the crime itself, any pattern of criminal

behavior, when the crime(s) occurred, any rehabilitation since the crime(s), and its relevance to practice. As a regulatory body, the Director's primary mission is to safeguard the life, health, property, and public welfare of the people of this state.

CONTRACT REQUIREMENT

What wording is supposed to be in contracts and when is that requirement effective?

Pursuant to section 12-54-104 (o), C.R.S., it shall be unlawful for a registrant, 'To fail to include in a contract for funeral services the following statement: "Inquiries regarding your funeral agreement may be directed to the Department of Regulatory Agencies", along with the current address or telephone number of the Department of Regulatory Agencies.'

Such language in contracts should reflect the following address:

Office of Funeral Home and Crematory Registration
Division of Registrations, Department of Regulatory Agencies
1560 Broadway, Suite 1350
Denver, Colorado 80202
Telephone: 303.894.7800
Fax: 303.894.7790
Email: <mailto:funeral@dora.state.co.us>

This requirement goes into effect January 1, 2010.