



**INSTRUCTIONS FOR RENEWAL OF LICENSE  
PRENEED FUNERAL CONTRACT SELLER**

The sale of contracts which provide for prior arrangements of funeral, entombment or cremation goods or services is governed by Title 10, Article 15 of Colorado Revised Statutes. The Division of Insurance must license an entity desiring to engage in this type of preneed sale. The preneed license expires June 30 and is subject to annual renewal.

- Your renewal application will be considered for approval upon submission of the following:
- License application
- Current balance sheet, income statement and cash flow schedule signed by a certified public accountant or public accountant evidencing a liquid net worth of at least \$10,000;

**OR**

Surety bond in the amount of \$10,000, to honor preneed contract obligations, issued by an insurance company licensed in the State of Colorado. **NOTE: Must provide the ORIGINAL bond (NOT a copy).**

- Certificate of Good Standing issued by the Colorado Secretary of State for all corporations, limited liability companies and partnerships.

For entities using a d/b/a in Colorado it will be necessary to submit evidence of filing and acceptance by the Colorado Secretary of State.

- Submit executed biographical affidavits (form available upon request) for ALL owners, officers, directors and key employees if significant changes have occurred in information previously filed.
- Complete Annual Reports for preneed sales from the date of your last report through December 31, 2011. Provide a copy of your trustee statement detailing assets in trust and verifying the market value.
- Submit a check, made payable to the, **COLORADO DIVISION OF INSURANCE**, representing the fee required by §10-15-103(5) (b), CRS along with completed fee schedule.

**Renewal applications and annual reports are to be submitted no later than MARCH 31, 2012.**

**NOTE: *REPORTS AND FEES RECEIVED AFTER MARCH 31, 2012, ARE SUBJECT TO LATE PENALTIES BEING ASSESSED IN ACCORDANCE WITH §10-15-103(5)(a), CRS IN AN AMOUNT OF \$100.00 PER DAY***

**RETURN TO:  
Colorado Division of Insurance  
1560 Broadway, Suite 850  
Denver, CO80202**