

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233  
(804) 367- 8506/8512  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



Cemetery Board  
COMPLIANCE AGENT DESIGNEE APPLICATION  
No Fee Required

1. Cemetery Company Name \_\_\_\_\_
2. Trade (or Fictitious) Name \_\_\_\_\_
3. Street Address (PO Box not accepted) \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
4. E-mail Address \_\_\_\_\_
5. Telephone & Facsimile Numbers ( ) - ( ) -  
Telephone Facsimile
6. VA Cemetery Company License Number \_\_\_\_\_
7. Cemetery Name \_\_\_\_\_
8. Compliance Agent Designee Name \_\_\_\_\_  
First Middle Last Generation (SR, JR, III)
9. Compliance Agent Designee's Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
10. Compliance Agent Designee's Social Security No.\* [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

Attach Original Certificates of Completion of training courses (minimum of 8 hours).

11. Has the compliance agent designee listed in #8 ever been subject to a disciplinary action imposed by any (including Virginia) local, state, or national regulatory body?  
No   
Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
12. A. Has the compliance agent designee listed in #8 ever been convicted in any jurisdiction of **any felony or any crime of moral turpitude**, there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*  
No  Yes  If yes, list the information requested in #12.C.
- B. Has the compliance agent designee listed in #8 ever been convicted in any jurisdiction of **any misdemeanor within five years of the date this application is submitted?** *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*  
No  Yes  If yes, list the information requested in #12.C.

12. C. If you answered "yes" to either question #12.A. or #12.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

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13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if the compliance agent, directors or officers listed on this application are subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the revised license. I also certify that I understand, and have complied with, all the laws of Virginia related to cemetery company licensure under the provisions of Title 54.1, Chapter 23.1 of the *Code of Virginia* and the *Virginia Cemetery Board Regulations*.

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Compliance Agent Designee's Signature

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Date

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Compliance Agent's Signature

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Date

**BOTH SIGNATURES ARE REQUIRED.**

\* State law requires every applicant for a license, certificate, registration, or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FASCIMILE TRANSMISSIONS AND COPIES WILL NOT BE ACCEPTED.**