



**Cemetery Board**  
**COMPLIANCE AGENT DESIGNEE APPLICATION**  
**No Fee Required**

1. Cemetery Company Name \_\_\_\_\_

2. Trade, "Doing Business As" (DBA), or Fictitious Name \_\_\_\_\_

3. Virginia Cemetery Company License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

4. Mailing Address (PO Box accepted) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.  
**PHYSICAL ADDRESS REQUIRED**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Contact Numbers \_\_\_\_\_  
 Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Fax \_\_\_\_\_

7. Email Address \_\_\_\_\_  
 Email address is considered a public record and will be disclosed upon request from a third party.

8. Cemetery Name \_\_\_\_\_

9. Compliance Agent Designee Name  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_

10. Compliance Agent Designee's Identification Number\*: (Provide at least **one** of the following.)  
 **Social Security Number** and/or \_\_\_\_\_ - \_\_\_\_\_  
 **Virginia** DMV Control Number \_\_\_\_\_  
 ➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.  
 \* 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.

11. Compliance Agent Designee's Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

12. Compliance Agent Designee's Date of Birth \_\_\_\_\_ (Must be at least 18 years of age.)  
 MM/DD/YYYY

BOARD USE ONLY	DATE	FEE	TRANS CODE  1020	ENTITY #	FILE #/LICENSE #  4909	ISSUE DATE
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13. Has the Compliance Agent Designee successfully completed a minimum of 4 hours of Board-approved training courses?  
No   
Yes  If yes, attach original certificates of completion of training courses or other documentation certifying completion of the course.
14. Does the Compliance Agent Designee have two years **experience** in the cemetery business?  
No   
Yes
15. Is the Compliance Agent Designee a full-time employee of the cemetery company or a principal?  
No  **IF NO, THIS APPLICATION CANNOT BE PROCESSED.**  
Yes
16. Does the Compliance Agent Designee hold any current or previous cemetery licenses/registrations from Virginia or any other jurisdictions?  
No   
Yes
17. Has the compliance agent designee listed on this application ever been subject to a **disciplinary action** imposed by any (including Virginia) local, state, or national regulatory body?  
No   
Yes  If yes, complete the [Disciplinary Action Reporting Form](#).
18. A. Has the compliance agent designee listed on this application ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony**? *Any plea of nolo contendere shall be considered a conviction.*  
No   
Yes  If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Has the compliance agent designee listed on this application been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any misdemeanor involving 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.*  
No   
Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

19. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 23.1 of the *Code of Virginia* and the *Virginia Cemetery Board Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Compliance Agent **Designee's** Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Compliance Agent's Signature

**BOTH SIGNATURES ARE REQUIRED.**