

CHANGE OF FUNERAL DIRECTOR IN CHARGE

Updated 02/10/2014

To change the Funeral Director in Charge, contact the Board office and request an Application to Change the FDIC. You will need to let the Board know the establishment number and name of the firm you will be serving as FDIC. The Board office will send you a preprinted establishment application, which lists the former FDIC and their Funeral Director license number. In the section below Funeral Director in Charge, there is a blank that says *corrections* which is where you will add your name, Funeral Director License number and signature. Have the application signed by the Owner, Partner or Corporate Officer, notarized and submit to the Board office. The fee to change FDIC is \$500.00 per establishment.

If you are a Funeral Director in Charge of one establishment and you are requesting the Board approve a second or third location, the applying Funeral Director in Charge will need to submit a letter requesting to be FDIC of multiple locations. A sample letter may be found on the next page.

The previous FDIC will need to submit a letter stating their resignation from being FDIC and the effective date.

The application will be placed on the agenda for the next regularly scheduled Board meeting.

All applications or any item requiring Board action must be received and date stamped by the board staff NO LESS THAN fourteen calendar days prior to the next regularly scheduled Board meeting.

Any person submitting an application or other item requiring Board action received after the fourteen day deadline must make the request to be placed on the agenda in writing to the Board. The person submitting the application must personally appear at the Board meeting that is being held responsible for the request.

All application received that do not contain the required documents, fee, and/or signatures will be rejected.

**Oklahoma Funeral Board
3700 N. Classen, Ste. 175
Oklahoma City, Oklahoma 73118
405.522.1790**

**SAMPLE LETTER
REQUEST TO SERVE AS FDIC OF MULTIPLE ESTABLISHMENT**

Must be on letterhead.

Date

Dear Members of the Board:

(Key Points to include)

I am currently the Funeral Director in Charge of the (name of funeral home) located in (name of city) and am requesting the Board permit me to serve as the FDIC of the (name of funeral home) located in (city).

I feel that public interest would be best served by allowing me to serve as Funeral Director in Charge of Multiple Establishments for the following reasons:

- 1) The (name of funeral homes) are each owned by (list owners)**
- 2) The distance from (city) to (city) is ___ miles, allowing a response time of _____ minutes.**
- 3) The majority of deaths occur in (list city) due to the fact (insert specific data, for example the hospital or majority of nursing homes are located there).**
- 4) I am in charge of the (list location you are in charge of) which handles approximately _____ calls per year. The additional location I propose to serve as FDIC handles (or we estimate it will handle) approximately _____ calls per year.**
- 5) Explain why it is in the public interest for you to serve as FDIC of multiple establishment rather than have a different individual service as FDIC.**
- 6) I hold a permanent residence within _____miles of the Funeral Home**
- 7) Add any additional information you wish the Board to consider.**

Sincerely,

(name)

Note: We recommend that you attend the Board meeting in which the matter will be discussed.