



ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

MANAGER CHANGE / ACCEPTANCE OF MANAGER POSITION

RULE IV – FUNERAL ESTABLISHMENTS, 2. FUNERAL ESTABLISHMENT TYPE A – FULL SERVICE FUNERAL FIRMS

(a) (1) That the establishment is under the general management and supervision of a duly-licensed funeral director.

(b) If the funeral director serving as the general manager of a funeral establishment shall leave the employment of the establishment, for any reason, the establishment shall notify the Board of the management change within ten (10) working days, and of his/her successor within thirty (30) days.

Date: _____

I, _____, knowingly and willingly accept the position and responsibility as the
Name of Individual Licensee
manager of _____,
Name of the Establishment

physically located at _____, _____, AR _____.
Establishment Physical Address City ZIP Code

Establishment Board ID #: _____ Establishment License #: _____

Printed Name: _____

Signature: _____

Effective Date of Change: _____ Manager Board ID #: _____

Replaces Manager: _____

NOTARY PUBLIC

State of _____

[Notary Stamp or Seal]

County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public Signature _____

My Commission Expires _____

RULE I - DEFINITIONS:

25. FUNERAL DIRECTOR - A person required to be licensed to practice the business of funeral directing under the laws of this State, who meets the public, displays and sells or offers to sell funeral merchandise or supplies; who plans details of funeral services with members of the family and minister or any other person responsible for such planning, or who directs, is in charge, or apparent charge of, and supervises such service in a funeral home, church or other places; who enters into the making, negotiation or completion of financial arrangements for funerals, including, but not limited to, the sale and selection of funeral supplies, or who uses in connection with the business of funeral directing the words or terms "Funeral Director," "Undertaker," "Funeral Counselor," "Mortician," or any other word, term or picture or combination thereof when considered in context in which used, from which person using such word, term or picture can be implied to be holding himself out to the public as being engaged in the business of funeral directing.

Return Completed Form To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov