

CHECKLIST

To become registered as a funeral business in Alberta, you must fulfill the following requirements.

A First-time Funeral Business Licence Application must include the following:

- ✓ Corporate Legal Information
- ✓ List of Directors, Shareholders and Principals
- ✓ Criminal Record checks for directors, shareholders, and principals
- ✓ Standard at-need funeral contract
- ✓ Standard pre-need funeral contract (if applicable)
- ✓ Pre-need agreement between business and trust and/or insurance company if offering pre-need funeral services
- ✓ Certificate of Incorporation from Alberta Corporate Registry
- ✓ Municipal Building & Zoning approvals
- ✓ Standard at-need funeral contract
- ✓ Fee Payment (see below)
- ✓ List of licensees (every funeral business is required to have at least one funeral director on staff)
- ✓ Name of funeral director who will be licensed at the business manager

Licensing fees (paid by cheque or credit-card) include the following:

- ✓ First-time Business Licence Fee – \$500.00
- ✓ Pre-need contract fee if entered into by Pre-Need Salespeople (if applicable) – \$200.00
- ✓ Pre-need contract fee if entered into by Funeral Directors only (if applicable) - \$75.00
- ✓ Licensee fees
 - Funeral Director/Embalmer (FDEM) - \$175.00
 - Funeral Director (FD) - \$100.00
 - Embalmer (EM) - \$100.00
 - Pre-Need Salesperson - \$100.00

Note: Once application has been approved, an inspection conducted by the AFSRB inspector is required prior to opening.

Further inquiries can be made by contacting the AFSRB at office@afsrb.ab.ca or 780-452-6130.