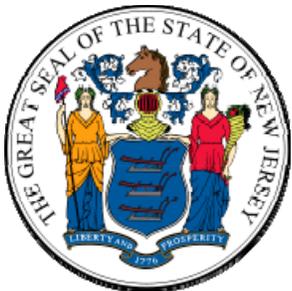


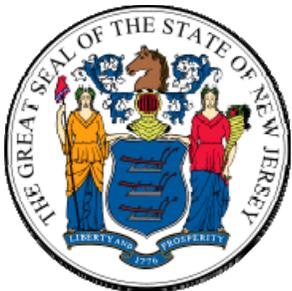
New Jersey State Cemetery Board

# Application Process Overview



# New Jersey State Cemetery Board

- Issues licenses for cemetery sales personnel and certificates of authority
- Regulates cemetery companies that are not considered religious corporations
- Investigates complaints and takes disciplinary action



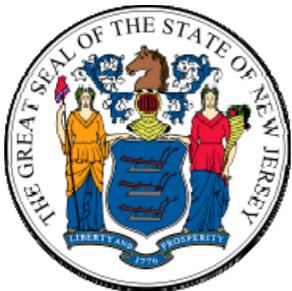
# How Do I Get an Application Form?

- Applications can be downloaded from the Board's website at:

<http://www.NJConsumerAffairs.gov/cem/>

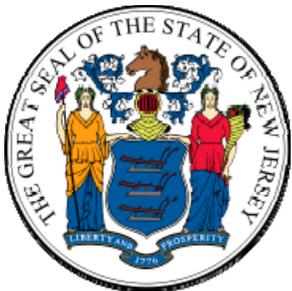


The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for 'NJ Home', 'Services A-Z', 'Departments / Agencies', and the 'Office of the Attorney General'. The main title is 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS'. A search bar and a 'Go' button are present. Below the header is a navigation menu with links for 'Home', 'Division Units', 'Boards & Committees', 'NJMP', 'News', and 'Contact'. A red 'File a Complaint' button is also visible. The main content area features a banner image of a cemetery and a statue. The page title is 'New Jersey Cemetery Board' and the sub-section is 'Applications and Forms'. A sidebar on the left lists various links: 'Board Home', 'Members', 'Meetings', 'Disciplinary Actions', 'Applications and Forms' (highlighted), 'Top Tips for License Applicants', 'Laws and Regulations', 'License Verification', and 'Frequently Asked Questions'. The right sidebar contains links for 'Application and Information Sheet for Certificate of Authority' and 'Annual Report of Maintenance and Preservation Fund and Other Funds'. A 'Last Modified' timestamp of '11/6/2015 7:25 AM' is located at the bottom right.



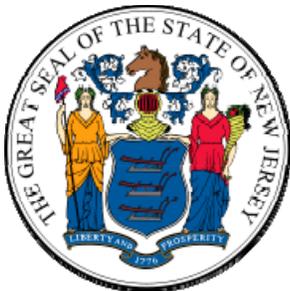
# Application Process for Cemetery Salesperson

1. Cemetery salesperson applications are submitted through the employing cemetery
2. Application fee must be submitted with the application
3. Upon application review fingerprint instructions will be forwarded
4. Submit additional information (*as required*)



# Application Process for Certificate of Authority

1. Applications are submitted to the Board for review
2. Application fee must be submitted with the application
3. All documentation as per N.J.A.C.13:44J-13.1 must be submitted with the application
4. All approvals from municipalities must be completed prior to submittal of application to Board
5. Submit additional information (*as required*)



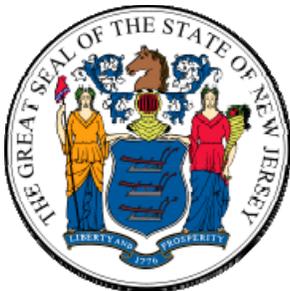
# Application Questions

- Applications are approved pending the results of the Criminal History background check
- Child Support obligations must not be in the arrears
- Cemetery applicants must disclose prior employment in cemetery sales
- Cemetery salespersons are prohibited from selling memorials, private mausoleums or vaults



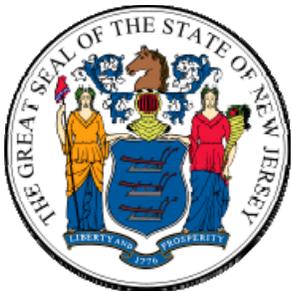
# Criminal History Background Check (CHBC)

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust



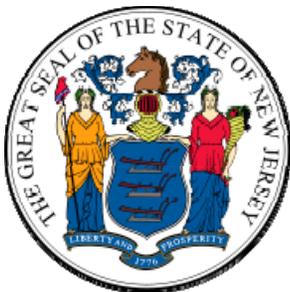
# Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



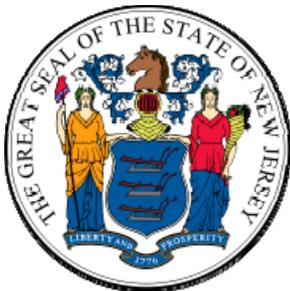
# Initial Licensing Fee

- Once your application has been approved you will receive an approval letter
- Upon receipt of approval letter you must forward the appropriate licensing fee



# Keeping Your License Current

- Licenses are valid for 2 years
- All licenses are renewed at the time of the biennial renewal
- You must keep your contact information current with the Board to receive renewal notices
- Renewal forms are forwarded to the employing cemetery
- Renewals are completed online with payment of required renewal fee



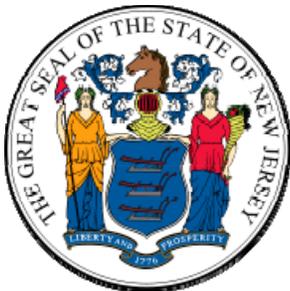
# Where Do I Send Mail for the New Jersey Cemetery Board?

## **Mailing Address:**

New Jersey Cemetery Board  
P.O. Box 45036  
Newark, NJ 07101

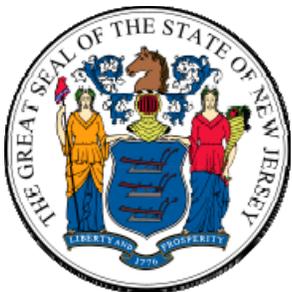
## **Physical Address:**

New Jersey Cemetery Board  
124 Haley Street  
Newark, NJ 07102



# Tips for the Application Process

- Mail the application with as much supporting information as possible
- Read the application carefully to ensure all supporting documentation is submitted with the application
- Use the P.O. Box to mail items to the Board
- If you answer “yes” to any of the questions, submit as many details as possible



# Useful Websites

New Jersey Cemetery Board

[www.NJConsumerAffairs.gov/cem](http://www.NJConsumerAffairs.gov/cem)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

