



**Secretary of State
Office of Professional Regulation**

**FUNERAL SERVICE
Application Instructions for Disposition Facility Licensure**

Applicants must submit the following:

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF*!STANDARD
2. Upload with your application a copy of the Registration of the Crematory Establishments Name and active status, obtained from the Corporations Division, Office of the Secretary of State. This information is found here: <https://bizfilings.vermont.gov/online/BusinessInquire/>
3. Upload with your application a description of the type of structure and equipment to be used in the operation of the crematory.
4. Upload with your application copies of all applications and/or state permits issued for the crematory to operate in the state.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.