



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS Inspection of Funeral Establishments

FOR A NEW FUNERAL ESTABLISHMENT, NEW RESTRICTIVE FUNERAL ESTABLISHMENT, OR A CHANGE OF A FUNERAL ESTSABLISHMET LOCATION. Note: A Certificate of Occupancy (CO) is required to be submitted to the Maryland State Board of Morticians and Funeral Directors prior to license issuance.

Failure to allow an inspection of the establishment or funeral service business shall result in an immediate suspension of an establishment license or in the case of a funeral service business, the licensee's license, subject to a subsequent opportunity for a hearing under Health Occupations Article, §7-319, Annotated Code of Maryland.

Annotated Code of Maryland, Health Occupations Article, Title 7, Maryland Morticians and Funeral Directors Act, §7-409 Inspections states:

1. Without Notice. All inspections of funeral establishments shall be unannounced and may take place at any time without notice from the Board.
2. Advance notice. - An unannounced inspection may include advance notice that an investigator may be in the region of the funeral establishment, if:
 - a. The advance notice is no more than 14 days prior to the inspection;
 - b. No specific date or time is provided for the inspection; and
 - c. The advanced notice is provided solely to ensure that a licensed mortician or funeral director will be on-site for the inspection.

In accordance with COMAR 10.29.03 Inspection of Funeral Establishments regulations, please make a copy of the following documents and have them ready to provide to the Board's Inspector:

1. A general price list of charges for services to the public;
2. A completed and duly signed funeral service contract with any invoices attached;
3. A price list of caskets as charged to the public;
4. A price list of outer burial containers, as charged to the public;
5. Cremation forms: Authorization form to cremate; Cremation identification form; and Disposition of cremated remains notification;
6. A preneed contract form along with a bank statement form, for verification of an escrow or trust account, and, if provided, an insurance statement;
7. A copy of the hazardous waste certification form described in §E(6)(d) of this regulation; and
8. An authorization to release the body to the funeral establishment or the restricted funeral establishment.

Please have all preneed files available for audit, to include all bank statements, showing the deposits of monies and current values. If pre-arrangements are funded by insurance, the insurance application and policy information will be required.

As you may already be aware, under COMAR 10.29.04.02.BB there is a \$50.00 fee for failure to comply with an inspection for the first offense, and a \$100.00 fee under 10.29.04.02 CC for failure to comply with future inspections. Your cooperation in the inspection process is very much appreciated.