

**21 NCAC 34B .0619 CHANGE OF FUNERAL ESTABLISHMENT MANAGER**

(a) Funeral establishments as defined by G.S. 90-210.20(h) and individuals or entities to whom the Board has issued a permit to engage in the practice of funeral service pursuant to G.S. 90-210.25(a2)(2)("Unaffiliated Practices") shall have in charge a manager licensed by the Board for the practice of funeral directing or funeral service, in accordance with G.S. 90-210.25(d)(2).

(b) Funeral establishments and Unaffiliated Practices shall notify the Board by email to [permitapplications@ncbfs.org](mailto:permitapplications@ncbfs.org) within five (5) days of its licensed manager ceasing his or her service as licensed manager.

(c) To register the name of a replacement manager with the Board, funeral establishments and Unaffiliated Practices shall submit by email to [permitapplications@ncbfs.org](mailto:permitapplications@ncbfs.org) a form containing the following information:

- (1) The name of the funeral establishment or Unaffiliated Practice;
- (2) The permit number of the funeral establishment or Unaffiliated Practice;
- (3) The name and license number of the funeral director or funeral service licensee being named as manager of the funeral establishment or Unaffiliated Practice;
- (4) The effective date of replacement manager's appointment as manager;
- (5) Whether the outgoing manager still is employed by the funeral establishment or Unaffiliated Practice;
- (6) The name and license number of the sole proprietor, partner, LLC member, or corporate officer in accordance with the requirements of G.S. 90-210.27A(e);
- (7) The dated signature of the replacement manager; and
- (8) The dated signature of the sole proprietor, partner, LLC member, or corporate officer in accordance with the requirements of G.S. 90-210.27A(e).

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(d)(2);  
Eff. May 1, 2025.