



**KAY IVEY**  
GOVERNOR

# ALABAMA BOARD OF FUNERAL SERVICES

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**CHARLES PERINE**  
DIRECTOR

## Establishment Closure Checklist

Requirements	
	No human remains are present at the establishment or in refrigeration
	ALL human remains released to and/or in the custody of the establishment have been properly handled, including completion of all arrangements selected by the authorizing agent
	ALL required paperwork has been completed to include all required signatures
	ALL Death Certificates have been completed and filed
	Establishment closure affirmation has been completed, notarized, and is in the possession of the Board
	Establishment license and crematory registration (if applicable) have been surrendered to the Board
	ALL cremation services arranged by the establishment have been completed in accordance with the cremation authorization form
	ALL cremated remains have been returned to the authorizing agent or properly designated individual in accordance with the cremation authorization form
	ALL cremated remains still in the possession of the establishment after 60 days following death have been properly handled in accordance with 34-13-122
	All required cremation paperwork has been completed and release forms signed by the authorizing agent or properly designated individual
	Establishment must cease and desist from all activities related to the funeral profession and cannot accept any human remains following the closure date
<b>Crematory (if a crematory is on site)</b>	
	Crematory must cease and desist from all activities related to cremation for the crematory and any third-party funeral homes
	No human remain are present at the crematory or in refrigeration
	ALL human remains released to and/or in the custody of the establishment or the crematory have been properly handled
	ALL required paperwork has been completed to include all required signatures
	ALL cremated remains have been returned to the authorizing agent, properly designated individual or establishment that arranged to cremation
	No cremated remains are present at the crematory or holding room