

**FUNERAL ESTABLISHMENT INSPECTION CHECKLIST**

OREGON MORTUARY AND CEMETERY BOARD  
800 NE OREGON STREET, SUITE 430 PORTLAND, OREGON 97232  
(971) 673-1500

FACILITY NAME: \_\_\_\_\_ #FE- \_\_\_\_\_

(Co-located facilities) \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ TELE. NO. \_\_\_\_\_

MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ am / pm INSPECTOR(s): \_\_\_\_\_

**LICENSE POSTED:**

\_\_\_\_\_ Establishment and Apprentice licenses posted conspicuously for public viewing:  
(Individual licenses do not need to be posted, but available upon request) OAR 830-040-0000(12)

**REFRIGERATION:**

On-site? Y / N If not, location \_\_\_\_\_ w/in 30 mins? Y / N \_\_\_\_\_ ORS 692.025(3)(d);  
OAR 830-040-0020(10)

Good Operating Condition? \_\_\_\_\_ OAR 830-040-0020(10)  
(Thermometer \_\_\_\_\_ Condenser \_\_\_\_\_)

Sanitary? Y / N \_\_\_\_\_  
OAR 830-040-0020(10); OAR 830-040-0010(1)

\_\_\_\_\_ Thermometer working properly? \_\_\_\_\_ Location: \_\_\_\_\_  
OAR 830-030-0010(1); OAR 830-040-0020(10)

Arrival: Facility Thermometer: \_\_\_\_\_ at \_\_\_\_\_ am/pm  
Arrival: OMCB Thermometer: \_\_\_\_\_ at \_\_\_\_\_ am/pm  
After adjustment: Facility Thermometer: \_\_\_\_\_ at \_\_\_\_\_ am/pm  
After adjustment: OMCB Thermometer: \_\_\_\_\_ at \_\_\_\_\_ am/pm

**PREP ROOM: or HOLDING ROOM: (circle one) PR or HR required - ORS 692.025(3)(c)**

Sign(s): "Private" \_\_\_\_\_ OR "Authorized Entry Only" \_\_\_\_\_ OAR 830-040-0020(5)

Near Public Passageway? Y / N \_\_\_\_\_ OAR 830-040-0020(5)

Maintained in a Sanitary Condition? Y / N (Prep Rm. OAR 830-040-0020(9); Holding Rm. OAR 830-040-0010(1))

\_\_\_\_\_ Most recent embalming date/time: \_\_\_\_\_

\_\_\_\_\_ Impervious: Walls, Ceiling, Furnishings, Embalming Table \_\_\_\_\_  
OAR 830-040-0020(2)

\_\_\_\_\_ Floor impervious \_\_\_\_\_ OAR 830-040-0020(4)

\_\_\_\_\_ Ventilation working \_\_\_\_\_ OAR 830-040-0020(3)

\_\_\_\_\_ **Are windows / exterior doors screened or permanently closed and installed in such a way that the room shall be obstructed from outside view and fumes and odors are prevented from entering other parts of the building?** \_\_\_\_\_ OAR 830-040-0020(6)

\_\_\_\_\_ **Running Water/Sewage Connection** \_\_\_\_\_ OAR 830-040-0020(7)(b)

\_\_\_\_\_ **Eye Wash Station** \_\_\_\_\_ OAR 830-040-0020(7)(d)

\_\_\_\_\_ **Embalming Table** \_\_\_\_\_ OAR 830-040-0020(7)(a)

\_\_\_\_\_ **Covered Waste Can** \_\_\_\_\_ OAR 830-040-0020(7)(b)

\_\_\_\_\_ **Instruments: Clean, no stains** \_\_\_\_\_ OAR 830-040-0020(8)

\_\_\_\_\_ **First Aid Kit** \_\_\_\_\_ OAR 830-040-0020(7)(c)

\_\_\_\_\_ **Disinfectants/Antiseptics** \_\_\_\_\_ OAR 830-040-0020(7)(b)

\_\_\_\_\_ **Facility has Sheets/Body Bags** \_\_\_\_\_ OAR 830-030-0010(1)

Who cleans the prep room? \_\_\_\_\_ OAR 830-030-0004(4)(b)

**HUMAN REMAINS PRESENT:**

Remains held longer than TEN (10) days? **Y / N** Board NOTIFIED? **Y / N** \_\_\_\_\_ OAR 830-030-0010(4)

\_\_\_\_\_ **Are unembalmed bodies refrigerated? Y / N** If not, why not? *(Held less than 24 hrs / body out of refrigeration for six hours or less.)* \_\_\_\_\_ OAR 830-030-0010(1)

\_\_\_\_\_ **Are remains in Casket or Alternative Container properly identified? Y / N** *(ID Tag attached to the top of the head end of the casket/alt. container/receptacle.)* \_\_\_\_\_ ORS 692.405 and/or OAR 830-030-0000(3)

\_\_\_\_\_ **Are Cremated Remains properly identified? Y / N** *(ID Tag with cremated remains.)* ORS 692.405  
*Crematory is responsible for labeling receptacles: OAR 830-030-0050(5) Name of Crematory* \_\_\_\_\_  
Name \_\_\_\_\_ DOD \_\_\_\_\_ ID Tag # \_\_\_\_\_ Funeral Estab. \_\_\_\_\_ Crematory \_\_\_\_\_

\_\_\_\_\_ **INSPECTOR COMPLETED TOUR / INSPECTION OF ALL AREAS OF ESTABLISHMENT OTHER THAN THOSE USED AS LIVING QUARTERS** ORS 692.320(2)  
(areas) \_\_\_\_\_

**MANAGEMENT:**

\_\_\_\_\_ **Is the person named as manager on the license on site? Y / N** *(see appropriate rules below)*

Normal hours assigned manager is on-site: \_\_\_\_\_

\_\_\_\_\_ **Is the manager a licensed FSP?** \_\_\_\_\_ OAR 830-030-0000(8); ORS 692.025(3)(b)

*Facility has no manager = OAR 830-030-0000(8); Person managing is not the assigned manager on the Board's records = OAR 830-040-0000(5); ORS 692.148(1); Change of principal without notification or approval = ORS 692.148(1); Definition of Principal = OAR 830-011-0000(32); Person managing other FE or IM, and does not have Board approval to manage non-co-located facilities OAR 830-030-0000(9).*

\_\_\_\_\_ **Licensee cooperated with the inspection: Y / N** \_\_\_\_\_ OAR 830-040-0010(2) & (5);  
*false or misleading information to Inspector = OAR 830-040-0010(3)*

**CASKET SELECTION ROOM**

\_\_\_\_\_ **Prices of displayed Caskets should conform to the Casket Price List. Y / N** (Price cards may be used but only in addition to a CPL): *FTC Business Guide* \_\_\_\_\_  
16 CFR 453.2(a)(b); Misrep: OAR 830-030-0100(9); OAR 830-050-0050(9); ORS 692.180(1)(a)

**GENERAL PRICE LIST. 16 CFR 453.2 (b)(4)(i)(C):**

\_\_\_\_\_ **Does funeral establishment have an available supply of GPL's? Y / N Where?** \_\_\_\_\_  
*Consumer must be given a copy of the GPL to keep at the beginning of discussing arrangements. A binder can be used, but only in conjunction with the GPL. - FTC Business Guide.*

16 CFR 453.2(b)(4)(i)(A)

\_\_\_\_\_ **Has the funeral establishment kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers?** \_\_\_\_\_ 16 CFR 453.6

\_\_\_\_\_ **The caption: General Price List** 16 CFR 453.2 (b)(4)(i)(C)(2)

\_\_\_\_\_ **The effective date of the price list. Date:** \_\_\_\_\_ 16 CFR 453.2 (b)(4)(i)(C)(3)

\_\_\_\_\_ **The name of the establishment** 16 CFR 453.2 (b)(4)(i)(C)(1)

\_\_\_\_\_ **The address of the establishment** 16 CFR 453.2 (b)(4)(i)(C)(1)

\_\_\_\_\_ **The telephone number of the place of business** 16 CFR 453.2 (b)(4)(i)(C)(1)

\_\_\_\_\_ **Right of Selection Disclosure:** 16 CFR 453.4(b)(2)(i)(A)

*"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected. "*

\_\_\_\_\_ **Embalming Disclosure:** 16 CFR 453.3(a)(2)(ii)

*"Except in certain special cases, embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."*

\_\_\_\_\_ **Alternative Container Disclosure (Cremation):** 16 CFR 453.3(b)(2)

*"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."*

\_\_\_\_\_ **Basic Services Fee Disclosure:** 16 CFR 453.2(b)(4)(iii)(C)(1)

*"This fee for our basic services and overhead will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains.)"*

\_\_\_\_\_ **Casket Price List Disclosure: (w/Casket range on the GPL)** 16 CFR 453.2(b)(4)(iii)(A)(1)

*"A complete price list will be provided at the funeral home."*

\_\_\_\_\_ **Outer Burial Container Price List: (w/OB range on the GPL)** 16 CFR 453.2(b)(4)(iii)(B)(1)

*"A complete price list will be provided at the funeral home."*

**THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE GPL, IF OFFERED:**

_____	Basic Services of Funeral Director and Staff, and overhead	16 CFR 453.2(b)(4)(iii)(C)(1)
_____	Transfer of remains to funeral establishment	16 CFR
453.2(b)(4)(ii)(E)		
_____	Forwarding of remains to another funeral establishment <b>WITH</b>	16 CFR 453.2(b)(4)(ii)(A)
_____	<i>Description of gds. and services offered for forwarding remains</i>	16 CFR 453.2(b)(4)(ii)(A)
_____	Receiving remains from another funeral establishment <b>WITH</b>	16 CFR 453.2(b)(4)(ii)(B)
_____	<i>Description of goods and services offered for receiving remains</i>	16 CFR 453.2(b)(4)(ii)(B)
_____	Embalming	16 CFR 453.2(b)(4)(ii)(F)
_____	Other preparation of the body	16 CFR 453.2(b)(4)(ii)(G)
_____	Use of facility and Staff for <u>viewing</u>	16 CFR 453.2(b)(4)(ii)(H)
_____	Use of facility and staff for <u>funeral ceremony</u>	16 CFR 453.2(b)(4)(ii)(I)
_____	Use of facility and staff for <u>memorial service</u>	16 CFR 453.2(b)(4)(ii)(J)
_____	Use of equipment and staff for <u>graveside service</u>	16 CFR 453.2(b)(4)(ii)(K)
_____	Hearse	16 CFR 453.2(b)(4)(ii)(L)
_____	Limousine	16 CFR 453.2(b)(4)(ii)(M)
_____	Casket Price List (all caskets offered) <b>OR</b>	16 CFR 453.2(b)(4)(iii)(A)(2)
_____	Casket Price Range	16 CFR 453.2(b)(4)(iii)(A)(1)
_____	Outer Burial Container Price List (all containers offered) <b>OR</b>	16 CFR 453.2(b)(4)(iii)(B)(2)
_____	Outer Burial Container Price Range	16 CFR 453.2(b)(4)(iii)(B)(1)

**DIRECT CREMATION**

_____	Does GPL state a price range for all of the direct cremations offered by the provider?	
	<i>Together with the following:</i>	16 CFR 453.2(b)(4)(ii)(C)
_____	One price - consumer provides the casket or container	16 CFR 453.2(b)(4)(ii)(C)(1)
_____	Separate prices for each DC offered including an alternative container or casket	16 CFR 453.2(b)(4)(ii)(C)(2)
_____	A description of the services and each container (where applicable) included in each price	16 CFR 453.2(b)(4)(ii)(C)(3)

**IMMEDIATE BURIAL**

_____	Does GPL state a price range for all of the immediate burials offered by the provider?	
	<i>Together with the following:</i>	16 CFR 453.2(b)(4)(ii)(D)
_____	One price where the consumer provides the casket	16 CFR 453.2(b)(4)(ii)(D)(1)
_____	Separate prices for each IB offered including a casket	16 CFR 453.2(b)(4)(ii)(D)(2)
_____	A description of the services and that container	16 CFR 453.2(b)(4)(ii)(D)(3)

**PROHIBITED FEES:**

_____	Embalming required for public viewing (policy)? _____	OAR 830-030-0080; 16 CFR 453.3(a)(1)(i)
_____	Does the GPL contain any <u>prohibited non-declinable fees</u> , including any which should be included in the basic services fee? _____	16 CFR
		453.2(b)(4)(iii)(C) and (iv)

**CASKET PRICE LIST**

_____	Is the list clearly marked with "Casket Price List"?	16 CFR 453.2(b)(2)(i)
_____	Is the list clearly marked with the funeral establishment's name?	16 CFR 453.2(b)(2)(ii)
_____	Is the effective date for the list indicated? Date: _____	16 CFR 453.2(b)(2)(i)

\_\_\_\_\_ Does the list contain a price for each casket (exclude Sp. Order), including alternative containers? 16 CFR 453.2(b)(2)(i); 16 CFR 453.2(a)

**OUTER BURIAL CONTAINER PRICE LIST**

\_\_\_\_\_ Is the list clearly marked as "Outer Burial Container Price List"? 16 CFR 453.2(b)(3)(ii)

\_\_\_\_\_ Is the list clearly marked with the funeral establishment's name? 16 CFR 453.2(b)(3)(ii)

\_\_\_\_\_ Is the effective date for the list indicated? Date: \_\_\_\_\_ 16 CFR 453.2(b)(3)(i)

\_\_\_\_\_ Does the list contain a price for each container (ex. Spec. Order) 16 CFR 453.2(b)(3)(i)

\_\_\_\_\_ **Outer Burial Container Disclosure:** [This disclosure can be included in the GPL if the outer burial containers are included as part of the GPL] 16 CFR 453.3(c)(2)

*"In most areas of the country, state or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements."*

**STATEMENT OF FUNERAL GOODS AND SERVICES SELECTED**

\_\_\_\_\_ **Legal Requirement Disclosure:** 16 CFR 453.4(b)(2)(i)(B)

*"Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."*

\_\_\_\_\_ **Embalming Disclosure:** 16 CFR 453.5(b)

*"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."*

\_\_\_\_\_ **Are the reasons for embalming proper?** \_\_\_\_\_ 16 CFR 453.5; OAR 830-030-0080; OAR 830-030-0010(1)

*Embalming must be selected / requested and therefore, "Requested," or "Expressly requested by the family" is a proper reason. "Authorized," "permission given," "visitation," "ship-out," "mausoleum" or "funeral with viewing" are not proper reasons. Although embalming is not required in Oregon for a funeral with viewing, or for transportation, as human remains may be removed from refrigeration for six hours; and although embalming is not required by Oregon law for entombment, embalming could be "requested" by the family for a service with viewing or for transportation or for entombment in a particular cemetery that requires it -- and this reason would be proper. The SFGSS should state the reason for embalming, such as: "family requests embalming for mausoleum requirements;" or "family expressly requests embalming for shipping;" etc.*

**Y / N** **Cash Advance Disclosure:** Does funeral establishment make a charge upon, or receive and retain a rebate, commission or trade or volume discount upon a cash advance item? Commonly marked up cash advance items might be flowers or newspaper obituaries? **If yes, then the SFGSS must have this FTC DISCLOSURE:** 16 CFR 453.3(f)(2)

*"We charge you for our services in obtaining;" (the FSP must specify cash advance items – such as ..... death certificates, flowers..... etc.*

**Y / N** **Licensing Disclosure: Do Contracts (At-Need, Prearrangement Or Preconstruction) have, printed in a minimum 10 point print on each contact, the following disclosure:** OAR 830-040-0005

*"THIS FACILITY IS LICENSED BY THE OREGON (STATE) MORTUARY AND CEMETERY BOARD"  
("STATE" is optional; 10 point Times New Roman shown)*

**MISCELLANEOUS:**

\_\_\_\_\_ **Does the funeral establishment have Cemetery Records?** **Y / N** \_\_\_\_\_

\_\_\_\_\_ List Cemeteries used by facility: \_\_\_\_\_

**PERMANENT RECORDS**

**"AT NEED"** Location of Records \_\_\_\_\_ OAR 830-040-0000(13)

Required per Statute or Rule:

- ORS 692.320(2) Records required to comply with ORS 692; ORS 432; and with rules adopted
- OAR 830-040-0000 (7) signed statement specifying action taken regarding delivery of cremated remains
- OAR 830-040-0000 (8) signed cremated remains Receipt
- OAR 830-040-0000 (6)(a)(b)(c)(d)(e)(f)(g) Copies of all transactions performed for the care, preparation and final disposition of human remains; record to include, at a minimum, the following:

**1. NAME (6)(a)** \_\_\_\_\_ **ID Tag (6)(a)** \_\_\_\_\_ **DOD (6)(b)** \_\_\_\_\_

**Name of Purchaser (6)(c)** \_\_\_\_\_ **Relationship (6)(c)** \_\_\_\_\_

**Name of Place wherein remains are interred or cremated (6)(d)** \_\_\_\_\_

**Remains kept longer than ten days?** \_\_\_\_\_ **Reported to Board? Y / N** OAR 830-030-0010(1)

**EMBALMED:** Y / N **Name of EMBALMER? (6)(f)** \_\_\_\_\_

**Oral permission? Y / N** **Written Permission/Confirmation of Oral? Y / N** OAR 830-030-0010(3)

**Is the REASON for Embalming proper on the SFGSS? (FTC Guide, page 28)** \_\_\_\_\_  
16 CFR 453.5; OAR 830-030-0080; OAR 830-030-0010(1); Misrep: OAR 830-030-0100(9)

**EMBALMING AUTHORIZATION (6)(g):** Y / N

Written _____	Oral _____	Name of Authorized Agent _____
Written _____	Oral _____	Relationship to decedent _____
Written _____	Oral _____	Date Contacted _____
Written _____	Oral _____	Time Contacted _____
Written _____	Oral _____	Phone number of person contacted _____
Written _____	Oral _____	Licensee _____

**CREMATED:** Y / N **Name of CREMATORY?** \_\_\_\_\_

**CREMATION AUTHORIZATION (6)(g)** Y / N

\_\_\_\_\_ **The name of the person with the right to control disposition:** \_\_\_\_\_

\_\_\_\_\_ **Relationship to the deceased:** \_\_\_\_\_

\_\_\_\_\_ **Date contacted:** \_\_\_\_\_

\_\_\_\_\_ **Time contacted:** \_\_\_\_\_

\_\_\_\_\_ **Phone number:** \_\_\_\_\_

\_\_\_\_\_ **Name of the licensee or FE Rep acquiring the authorization:** \_\_\_\_\_

**SIGNED STATEMENT of DISPOSITION OF CREMAINS (7):** \_\_\_\_\_

Y / N **Did the person listed as the individual authorized to receive the cremated human remains on the statement of disposition pick up the cremated human remains?** \_\_\_\_\_  
OAR 830-040-0000(7); ORS 97.150(1); OAR 830-030-0090(1)(d)

\_\_\_\_\_ **Did the decedent make own arrangements, or designate an authorized agent prior to his/her death? If so, were the arrangements carried out as requested?** \_\_\_\_\_  
ORS 97.130; OAR 830-030-0090(1)(d)

**RECEIPT FOR CREMAINS (8):** Y / N

\_\_\_\_\_ **Decedent** \_\_\_\_\_

\_\_\_\_\_ **Name of person receiving cremated remains** \_\_\_\_\_

\_\_\_\_\_ **Date Received / Delivered** \_\_\_\_\_

\_\_\_\_\_ **Signature of person receiving** \_\_\_\_\_

\_\_\_\_\_ **Signature of FSP or FE Representative** \_\_\_\_\_

New Facility \_\_\_\_\_ Change of Owner \_\_\_\_\_ Change of Location \_\_\_\_\_ Random \_\_\_\_\_ Scheduled \_\_\_\_\_ Other \_\_\_\_\_

IF CREMATED REMAINS ARE **SCATTERED** by FE, IS THE ID TAG IN THE FILE? Y / N OAR 830-030-0000(6)

Y / N **SFGSS COSTS GENERALLY CONSISTENT WITH GPL:** 16 CFR 453.8; 16 CFR 453.2(a); Misrepresentation: ORS 692.180(1)(a); OAR 830-030-0100(9); Fraud/Dishonest: ORS 692.180(1)(b); OAR 830-050-0050(9)

Y / N **FE is marking up CASH ADVANCES without notifying consumer?** \_\_\_\_\_ 16 CFR 435.3(f)(1)

Y / N **Are UNLICENSED PERSONS engaging in at need arrangements?** \_\_\_\_\_ OAR 830-030-0004

**Comments:** \_\_\_\_\_

**2. NAME (6)(a)** \_\_\_\_\_ **ID Tag (6)(a)** \_\_\_\_\_ **DOD (6)(b)** \_\_\_\_\_

**Name of Purchaser (6)(c)** \_\_\_\_\_ **Relationship (6)(c)** \_\_\_\_\_

**Name of Place wherein remains are interred or cremated (6)(d)** \_\_\_\_\_

**Remains kept longer than ten days?** \_\_\_\_\_ **Reported to Board?** Y / N OAR 830-030-0010(1)

**EMBALMED:** Y / N **Name of EMBALMER? (6)(f)** \_\_\_\_\_

**Oral permission?** Y / N **Written Permission/Confirmation of Oral?** Y / N OAR 830-030-0010(3)

**Is the REASON for Embalming proper on the SFGSS?** (FTC Guide, page 28) \_\_\_\_\_  
16 CFR 453.5; OAR 830-030-0080; OAR 830-030-0010(1); Misrep: OAR 830-030-0100(9)

**EMBALMING AUTHORIZATION (6)(g):** Y / N

**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Name of Authorized Agent** \_\_\_\_\_  
**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Relationship to decedent** \_\_\_\_\_  
**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Date Contacted** \_\_\_\_\_  
**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Time Contacted** \_\_\_\_\_  
**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Phone number of person contacted** \_\_\_\_\_  
**Written** \_\_\_\_\_ **Oral** \_\_\_\_\_ **Licensee** \_\_\_\_\_

**CREMATED:** Y / N **Name of CREMATORY?** \_\_\_\_\_

**CREMATION AUTHORIZATION (6)(g)** Y / N

\_\_\_\_\_ **The name of the person with the right to control disposition:** \_\_\_\_\_  
\_\_\_\_\_ **Relationship to the deceased:** \_\_\_\_\_  
\_\_\_\_\_ **Date contacted:** \_\_\_\_\_  
\_\_\_\_\_ **Time contacted:** \_\_\_\_\_  
\_\_\_\_\_ **Phone number:** \_\_\_\_\_  
\_\_\_\_\_ **Name of the licensee or FE Rep acquiring the authorization:** \_\_\_\_\_

**SIGNED STATEMENT of DISPOSITION OF CREMAINS (7):** \_\_\_\_\_

Y / N **Did the person listed as the individual authorized to receive the cremated human remains on the statement of disposition pick up the cremated human remains?** \_\_\_\_\_

OAR 830-040-0000(7); ORS 97.150(1); OAR 830-030-0090(1)(d)

\_\_\_\_\_ **Did the decedent make own arrangements, or designate an authorized agent prior to his/her death? If so, were the arrangements carried out as requested?** \_\_\_\_\_

ORS 97.130; OAR 830-030-0090(1)(d)

**RECEIPT FOR CREMAINS (8):** Y / N

\_\_\_\_\_ **Decedent** \_\_\_\_\_  
\_\_\_\_\_ **Name of person receiving cremated remains** \_\_\_\_\_  
\_\_\_\_\_ **Date Received / Delivered** \_\_\_\_\_  
\_\_\_\_\_ **Signature of person receiving** \_\_\_\_\_

New Facility \_\_\_\_\_ Change of Owner \_\_\_\_\_ Change of Location \_\_\_\_\_ Random \_\_\_\_\_ Scheduled \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Signature of FSP or FE Representative \_\_\_\_\_

IF CREMATED REMAINS ARE **SCATTERED** by FE, IS THE ID TAG IN THE FILE? Y / N OAR 830-030-0000(6)

Y / N **SFGSS COSTS GENERALLY CONSISTENT WITH GPL:** 16 CFR 453.8; 16 CFR 453.2(a); Misrepresentation: ORS 692.180(1)(a); OAR 830-030-0100(9); Fraud/Dishonest: ORS 692.180(1)(b); OAR 830-050-0050(9)

Y / N **FE is marking up CASH ADVANCES without notifying consumer?** \_\_\_\_\_ 16 CFR 435.3(f)(1)

Y / N **Are UNLICENSED PERSONS engaging in at need arrangements?** \_\_\_\_\_ OAR 830-030-0004

**Comments:** \_\_\_\_\_

**3. NAME (6)(a)** \_\_\_\_\_ **ID Tag (6)(a)** \_\_\_\_\_ **DOD (6)(b)** \_\_\_\_\_

**Name of Purchaser (6)(c)** \_\_\_\_\_ **Relationship (6)(c)** \_\_\_\_\_

**Name of Place wherein remains are interred or cremated (6)(d)** \_\_\_\_\_

**Remains kept longer than ten days?** \_\_\_\_\_ **Reported to Board?** Y / N OAR 830-030-0010(1)

**EMBALMED:** Y / N **Name of EMBALMER? (6)(f)** \_\_\_\_\_

**Oral permission?** Y / N **Written Permission/Confirmation of Oral?** Y / N OAR 830-030-0010(3)

**Is the REASON for Embalming proper on the SFGSS?** (FTC Guide, page 28) \_\_\_\_\_  
16 CFR 453.5; OAR 830-030-0080; OAR 830-030-0010(1); Misrep: OAR 830-030-0100(9)

**EMBALMING AUTHORIZATION (6)(g):** Y / N

Written _____	Oral _____	<b>Name of Authorized Agent</b> _____
Written _____	Oral _____	<b>Relationship to decedent</b> _____
Written _____	Oral _____	<b>Date Contacted</b> _____
Written _____	Oral _____	<b>Time Contacted</b> _____
Written _____	Oral _____	<b>Phone number of person contacted</b> _____
Written _____	Oral _____	<b>Licensee</b> _____

**CREMATED:** Y / N **Name of CREMATORY?** \_\_\_\_\_

**CREMATION AUTHORIZATION (6)(g)** Y / N

\_\_\_\_\_ **The name of the person with the right to control disposition:** \_\_\_\_\_

\_\_\_\_\_ **Relationship to the deceased:** \_\_\_\_\_

\_\_\_\_\_ **Date contacted:** \_\_\_\_\_

\_\_\_\_\_ **Time contacted:** \_\_\_\_\_

\_\_\_\_\_ **Phone number:** \_\_\_\_\_

\_\_\_\_\_ **Name of the licensee or FE Rep acquiring the authorization:** \_\_\_\_\_

**SIGNED STATEMENT of DISPOSITION OF CREMAINS (7):** \_\_\_\_\_

Y / N **Did the person listed as the individual authorized to receive the cremated human remains on the statement of disposition pick up the cremated human remains?** \_\_\_\_\_  
OAR 830-040-0000(7); ORS 97.150(1); OAR 830-030-0090(1)(d)

\_\_\_\_\_ **Did the decedent make own arrangements, or designate an authorized agent prior to his/her death? If so, were the arrangements carried out as requested?** \_\_\_\_\_  
ORS 97.130; OAR 830-030-0090(1)(d)

**RECEIPT FOR CREMAINS (8):** Y / N

\_\_\_\_\_ **Decedent** \_\_\_\_\_

\_\_\_\_\_ **Name of person receiving cremated remains** \_\_\_\_\_

\_\_\_\_\_ **Date Received / Delivered** \_\_\_\_\_

\_\_\_\_\_ **Signature of person receiving** \_\_\_\_\_

New Facility \_\_\_\_\_ Change of Owner \_\_\_\_\_ Change of Location \_\_\_\_\_ Random \_\_\_\_\_ Scheduled \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Signature of FSP or FE Representative \_\_\_\_\_

**IF CREMATED REMAINS ARE SCATTERED by FE, IS THE ID TAG IN THE FILE?** Y / N OAR 830-030-0000(6)

Y / N **SFGSS COSTS GENERALLY CONSISTENT WITH GPL:** 16 CFR 453.8; 16 CFR 453.2(a); Misrepresentation: ORS 692.180(1)(a); OAR 830-030-0100(9); Fraud/Dishonest: ORS 692.180(1)(b); OAR 830-050-0050(9)

Y / N **FE is marking up CASH ADVANCES without notifying consumer?** \_\_\_\_\_ 16 CFR 435.3(f)(1)

Y / N **Are UNLICENSED PERSONS engaging in at need arrangements?** \_\_\_\_\_ OAR 830-030-0004

**Comments:** \_\_\_\_\_

**4. NAME (6)(a)** \_\_\_\_\_ **ID Tag (6)(a)** \_\_\_\_\_ **DOD (6)(b)** \_\_\_\_\_

**Name of Purchaser (6)(c)** \_\_\_\_\_ **Relationship (6)(c)** \_\_\_\_\_

**Name of Place wherein remains are interred or cremated (6)(d)** \_\_\_\_\_

**Remains kept longer than ten days?** \_\_\_\_\_ **Reported to Board?** Y / N OAR 830-030-0010(1)

**EMBALMED:** Y / N **Name of EMBALMER? (6)(f)** \_\_\_\_\_

**Oral permission?** Y / N **Written Permission/Confirmation of Oral?** Y / N OAR 830-030-0010(3)

**Is the REASON for Embalming proper on the SFGSS?** (FTC Guide, page 28) \_\_\_\_\_  
16 CFR 453.5; OAR 830-030-0080; OAR 830-030-0010(1); Misrep: OAR 830-030-0100(9)

**EMBALMING AUTHORIZATION (6)(g):** Y / N

Written _____	Oral _____	<b>Name of Authorized Agent</b> _____
Written _____	Oral _____	<b>Relationship to decedent</b> _____
Written _____	Oral _____	<b>Date Contacted</b> _____
Written _____	Oral _____	<b>Time Contacted</b> _____
Written _____	Oral _____	<b>Phone number of person contacted</b> _____
Written _____	Oral _____	<b>Licensee</b> _____

**CREMATED:** Y / N **Name of CREMATORY?** \_\_\_\_\_

**CREMATION AUTHORIZATION (6)(g)** Y / N

\_\_\_\_\_ **The name of the person with the right to control disposition:** \_\_\_\_\_

\_\_\_\_\_ **Relationship to the deceased:** \_\_\_\_\_

\_\_\_\_\_ **Date contacted:** \_\_\_\_\_

\_\_\_\_\_ **Time contacted:** \_\_\_\_\_

\_\_\_\_\_ **Phone number:** \_\_\_\_\_

\_\_\_\_\_ **Name of the licensee or FE Rep acquiring the authorization:** \_\_\_\_\_

**SIGNED STATEMENT of DISPOSITION OF CREMAINS (7):** \_\_\_\_\_

Y / N **Did the person listed as the individual authorized to receive the cremated human remains on the statement of disposition pick up the cremated human remains?** \_\_\_\_\_  
OAR 830-040-0000(7); ORS 97.150(1); OAR 830-030-0090(1)(d)

\_\_\_\_\_ **Did the decedent make own arrangements, or designate an authorized agent prior to his/her death? If so, were the arrangements carried out as requested?** \_\_\_\_\_  
ORS 97.130; OAR 830-030-0090(1)(d)

**RECEIPT FOR CREMAINS (8):** Y / N

\_\_\_\_\_ **Decedent** \_\_\_\_\_

\_\_\_\_\_ **Name of person receiving cremated remains** \_\_\_\_\_

\_\_\_\_\_ **Date Received / Delivered** \_\_\_\_\_

\_\_\_\_\_ **Signature of person receiving** \_\_\_\_\_

New Facility \_\_\_\_\_ Change of Owner \_\_\_\_\_ Change of Location \_\_\_\_\_ Random \_\_\_\_\_ Scheduled \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Signature of FSP or FE Representative \_\_\_\_\_

**IF CREMATED REMAINS ARE SCATTERED by FE, IS THE ID TAG IN THE FILE? Y / N** OAR 830-030-0000(6)

Y / N **SFGSS COSTS GENERALLY CONSISTENT WITH GPL:** 16 CFR 453.8; 16 CFR 453.2(a); Misrepresentation: ORS 692.180(1)(a); OAR 830-030-0100(9); Fraud/Dishonest: ORS 692.180(1)(b); OAR 830-050-0050(9)

Y / N **FE is marking up CASH ADVANCES without notifying consumer?** \_\_\_\_\_ 16 CFR 435.3(f)(1)

Y / N **Are UNLICENSED PERSONS engaging in at need arrangements?** \_\_\_\_\_ OAR 830-030-0004

**Comments:** \_\_\_\_\_

**“PRENEED”** Location of Records \_\_\_\_\_ OAR 830-040-0000(13)

**1. NAME:** \_\_\_\_\_ **Date of Purchase** \_\_\_\_\_

Preneed Salesperson Registered? Y / N (#) \_\_\_\_\_ OAR 830-011-0070(1) ORS 97.931(1)

**2. NAME:** \_\_\_\_\_ **Date of Purchase** \_\_\_\_\_

Preneed Salesperson Registered? Y / N (#) \_\_\_\_\_ OAR 830-011-0070(1) ORS 97.931(1)

**3. NAME:** \_\_\_\_\_ **Date of Purchase** \_\_\_\_\_

Preneed Salesperson Registered? Y / N (#) \_\_\_\_\_ OAR 830-011-0070(1) ORS 97.931(1)

**4. NAME:** \_\_\_\_\_ **Date of Purchase** \_\_\_\_\_

Preneed Salesperson Registered? Y / N (#) \_\_\_\_\_ OAR 830-011-0070(1) ORS 97.931(1)

**COMMENTS / FOLLOW UP / QUESTIONS ASKED THAT NEED RESEARCH**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_