



South Carolina Department of Labor, Licensing and Regulation
South Carolina Perpetual Care Cemetery Board

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llr.sc.gov/cem

2023-2024 CEMETERY RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Renewal fee in the form of a check or money order (no cash) made payable to LLR-Perpetual Care Cemetery Board. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
 - Perpetual Care Cemetery license with 10 acres or less postmarked on or before 1/31/2024, fee is \$400.
 - Perpetual Care Cemetery license with more than 10 acres postmarked on or before 1/31/2024, fee is \$850.
- Failure to renew by December 31, 2023, renders the license invalid. The license may be reinstated by January 31, 2024. Delinquent renewal requests not postmarked on or before January 31, 2024, require a new application and application fee to be submitted under current guidelines.

Visit the Board’s webpage at www.llr.sc.gov/cem for additional information.

LICENSEE INFORMATION

Cemetery Name: _____ License No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

(If different than above)

Phone No.: _____ Fax No.: _____

Email: _____

Cemetery’s Fiscal Year End Date

Cemetery Manager: _____

You must notify the Board within 30 days of manager change by submitting a new application, including the manager’s resume.

Month Day Year

LICENSEE HISTORY QUESTIONS

If you answer “Yes” to a question below, you must attach a full written explanation along with other relevant documentation(s).

1. Since the cemetery's last registration or renewal with this Board, has the cemetery failed to timely remit required amounts to the care and maintenance trust fund or merchandise trust fund? Yes No
2. Since the cemetery’s last registration or renewal with this Board, has the cemetery been a responding party to any civil action, administrative proceeding, or binding arbitration alleging gross negligence, dishonesty, fraud, misrepresentation, or incompetence in the operation of a cemetery, or mausoleum, or columbarium, or involving a grave, memorial, or sale of burial related merchandise other than a casket or cremation urn? Yes No
3. Since the cemetery’s last registration or renewal with this Board, has the cemetery property had any mortgage, lease, or other encumbrance, such as a lien, placed against it? Yes No
4. Since the cemetery’s last registration or renewal with this Board, has there been any change regarding the trustee’s address or the trustee of the cemetery’s care and maintenance trust fund? Yes No
5. Since the cemetery’s last registration or renewal with this Board, has there been any change regarding the depository for the cemetery’s merchandise fund (if any)? Yes No

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina licensure.

Signature: _____ Date: _____
Should only be signed by the cemetery manager or corporate officer. Title

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.