

**FINAL REGULATIONS – AMENDMENTS ADOPTED JUNE 4, 2003**  
**PERIODIC REVIEW**

**PART I. GENERAL PROVISIONS.**

**18 VAC 65-20-10. Definitions.**

Words and terms used in this chapter shall have the definitions ascribed in § 54.1-2800 of the Code of Virginia or in 16 CFR Part 453, Funeral Industry Practices of the Federal Trade Commission, which is incorporated by reference in this chapter. In addition, the following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

**“Branch” or “chapel”** means a [secondary location or other facility where the practice of funeral services occurs, which is owned and operated by a main] funeral service establishment[which is affiliated with a licensed main establishment and which conforms with the requirements of § 54.1-2811 of the Code of Virginia].

**"Courtesy card"** means the card issued by the board which grants limited and restricted funeral service privileges in the Commonwealth to out-of-state funeral service licensees, funeral directors, and embalmers.

**"Cremation urn"** means a wood, metal, stone, plastic, or composition container or a container of other material, which is designed for encasing cremated ashes.

**"Cremation vault"** or "cremation outer burial container" means any container which is designed for encasement of an inner container or urn containing cremated ashes. Also known as a cremation box.

**"Establishment manager"** means a funeral service licensee or licensed funeral director designated as the manager of record who is responsible for the direct supervision and management of a funeral service establishment or branch facility.

**“FTC”** means the Federal Trade Commission.

**18 VAC 65-20-50. Posting of license.**

- A. Each licensee shall post an original or photocopy of his license in a place conspicuous to ~~the public, such as the arrangement office,~~ consumers of funeral services in each establishment or branch where he is employed.
- B. The establishment license shall be posted in a place conspicuous to ~~the public, such as the arrangement office~~ consumers of funeral services.

**18 VAC 65-20-70. Required fees.**

A. The following fees shall apply for initial licensure or registration and for renewal of licensure or registration:

1. License to practice funeral services or as a funeral director or an embalmer	\$ 150
2. Funeral service establishment license	\$ 225
3. Surface transportation and removal service registration	\$ 250
4. Courtesy card	\$ 100
5. Crematory	\$ 100
6. <u>Waiver of full-time manager requirement</u>	<u>\$ 100</u>

B. Other fees:

1. Reinstatement fee per year for each year of licensure or registration expiration	\$ 50
2. Change of manager or establishment name	\$ 50
3. Verification of license or registration to another state	\$ 50
4. Duplicate license, registration, courtesy card	<del>\$ 25</del> <u>\$15</u>
5. Duplicate wall certificates	<del>\$ 50</del>
<u>\$25</u>	
6. Change of ownership	\$ 100
7. Reinspection for change of location or ownership	\$ 100

**18 VAC 65-20-170. Requirements for an establishment license.**

- A. No person shall maintain, manage, or operate a funeral service establishment in the Commonwealth, unless such establishment holds a license issued by the board. The name of the funeral service licensee or licensed funeral director designated by the ownership to be manager of the establishment shall be included on the license.
- B. Except as provided in § 54.1-2810 of the Code of Virginia, every funeral service establishment and every branch or chapel of such establishment, regardless of how owned, shall have a separate establishment manager who is employed full-time by the establishment for at least 40 hours a week.
- C. At least 45 days prior to opening of an establishment, an owner or licensed manager seeking an establishment license shall submit simultaneously a completed application, any additional documentation as may be required by the board to determine eligibility, and the applicable fee. An incomplete package will be returned to the licensee. A license shall not be issued until an inspection of the establishment has been completed and approved.
- D. Within 30 days following a change of ownership, the owner or licensed manager shall notify the board, request a reinspection of the establishment, submit an application for a new establishment license with documentation that identifies the new owner, and pay the licensure and reinspection fees as required by 18 VAC 65-20-70. Reinspection of the establishment may occur on a schedule determined by the board, but shall occur no later than one year from the date of the change.

E. Identification requirements for a branch or chapel.

1. The license of a branch or chapel shall clearly reflect the name of the main establishment.

2. The general price list and the itemized statement shall clearly state that the facility is a branch or chapel and identify the name of the main establishment.

3. All public informational materials or advertisements relating to services provided at or by the branch or chapel, either in print or electronic format, shall state that the facility is a branch or chapel and identify the name of the main establishment.

The application for licensure of a branch or chapel shall specify the name of the main establishment.]

F. If the preparation of dead human bodies may require that a body be transported between a main establishment, branch, or chapel and another such facility, the following are also required:

1. A statement shall be given to the next of kin or designee, disclosing that the body may be transported for services for which a preparation room is necessary; and

2. The branch or chapel shall maintain on file and make available for inspection a written plan, detailing the method and approximate time required for transporting a dead human body to another location for purposes of embalming or in the event there is a need for services for which a preparation room is necessary.]

**18 VAC 65-20-350. Requirements for licensure by reciprocity or endorsement.**

A. Licenses for the practice of funeral service or its equivalent issued by other states, territories, or the District of Columbia may be recognized by the board and the holder of such license or licenses may be granted a license to practice funeral service within the Commonwealth, as follows:

1. Reciprocity. Licenses may be granted by reciprocity provided that the same privileges are granted by the other jurisdiction to Virginia funeral service licensees by the establishment of substantially similar licensure requirements and reciprocity agreements between the two jurisdictions; or
2. Endorsement. Licenses may be granted to applicants by the board on a case-by-case basis, if the applicant holds a valid license for the practice of funeral service or its equivalent in another state, territory, or the District of Columbia and possesses credentials which are substantially similar to, or more stringent than those required by the Commonwealth for initial licensure [and the examinations and passing grades received by the applicant are equivalent to those required by the board] at the time the applicant was initially licensed.

- B. An applicant for licensure by reciprocity or endorsement shall pass the Virginia State Board Examination.

#### **PART IV. REGISTRATION.**

##### **18 VAC 65-20-400. Registration of surface transportation and removal services.**

All persons applying to own or operate a surface transportation and removal service, according to requirements of § 54.1-2819 of the Code of Virginia, shall submit an application package for registration which shall include:

1. Completed and signed application;
2. Fee prescribed in 18 VAC 65-20-70 A 3; and
3. Additional documentation as may be required by the board to determine eligibility of the applicant, including, but not limited to, evidence of training in the requirements of the Occupational Safety and Health Administration (OSHA).

#### **PART V. ISSUANCE OF COURTESY CARDS.**

##### **18 VAC 65-20-440. Courtesy cards.**

- A. An out-of-state person applying for a courtesy card pursuant to § 54.1-2801 B of the Code of Virginia shall hold a valid license for funeral service, funeral directing, or embalming in another state, territory, or the District of Columbia.
- B. An applicant for a courtesy care shall submit:
1. A completed application and prescribed fee; and
  2. Verification of a current license in good standing from the applicant's licensing authority.
- C. The holder of a Virginia courtesy card shall only engage in the practice for which he is currently licensed in another jurisdiction.

#### **PART VI.**

##### **REFUSAL, SUSPENSION, REVOCATION AND DISCIPLINARY ACTION**

##### **18 VAC 65-20-500. Disciplinary action.**

In accordance with the provisions of § 54.1-2806 of the Code of Virginia, the following practices are considered unprofessional conduct and may subject the licensee to disciplinary action by the board:

1. Breach of confidence. The unnecessary or unwarranted disclosure of confidences by the funeral licensee.
2. Unfair competition.
  - a. Interference by a funeral service licensee, funeral director, or registered surface transportation and removal service when another has been called to take charge of a dead human body and the caller or agent of the caller has the legal right to the body's disposition.
  - b. Consent by a funeral service licensee or funeral director to take charge of a body unless authorized by the person or his agent having the legal right to disposition.
3. False Advertising.
  - a. No licensee or registrant shall make, publish, disseminate, circulate or place before the public, or cause directly or indirectly to be made, an advertisement of any sort regarding services or anything so offered to the public which contains any promise, assertion, representation, or statement of fact which is untrue, deceptive, or misleading.
  - b. The following practices, both written and verbal, shall constitute false, deceptive, or misleading advertisement within the meaning of subdivision 4 of § 54.1-2806 of the Code of Virginia:
    - (1) Advertising containing inaccurate statements;
    - (2) Advertisement which gives a false impression as to ability, care, and cost of conducting a funeral, or that creates an impression of things not likely to be true.
  - c. The following practices are among those which shall constitute an untrue, deceptive, and misleading representation or statement of fact:
    - (1) Representing that funeral goods or services will delay the natural decomposition of human remains for a long-term or indefinite time; and
    - (2) Representing that funeral goods have protective features or will protect the body from gravesite substances over or beyond that offered by the written warranty of the manufacturer.
4. Inappropriate handling of dead human bodies.

Transportation and removal vehicles shall be of such nature as to eliminate exposure of the deceased to the public during transportation. During the transporting of a human body, consideration shall be taken to avoid unnecessary delays or stops during travel.

5. Failure to furnish price information disclosing the cost to the purchaser for each of the specific funeral goods and funeral services used in connection with the disposition of deceased human bodies.
6. Conducting the practice of funeral services in such a manner as to constitute a danger to the health, safety, and well-being of the staff or the public.
7. Inability to practice with skill or safety because of physical, mental, or emotional illness, or substance abuse.
8. Failure to register as a supervisor for a resident trainee or failure to provide reports to the board as required by the Code of Virginia and 18 VAC 65-40-10 et seq.
9. Failure to comply with applicable federal and state laws and regulations.

## **PART VII. STANDARDS FOR EMBALMING.**

### **18 VAC 65-20-570. Condition of preparation room.**

- A. The preparation room or rooms shall be kept in a clean and sanitary condition at all times, subject to inspection.
- B. Inventories of embalming and preparation materials shall ~~not be stored on the floor in the preparation room~~ be stored in a container [and in a manner] that [is makes them] impervious to water [or in a manner that and] protects them from contamination.
- C. Any items or supplies not directly used in an embalming procedure shall not be stored in the preparation room.

### **18 VAC 65-20-580. Preparation room equipment.**

- A. The preparation room or rooms shall be equipped with:
  1. A ventilation system which operates and is appropriate to the size and function of the room;
  2. Running hot and cold water;
  3. Flush or slop sink connected with public sewer or with septic tank where no public sewer is available;
  4. Metal, fiberglass or porcelain morgue table;
  5. Covered waste container;
  6. Instruments and apparatus for the embalming process;

7. A means or method for the sterilization of reusable instruments by chemical bath or soak; autoclave (steam); or ultraviolet light.
8. Disinfectants and antiseptic solutions;
9. Clean gowns or aprons, preferably impervious to water;
10. Rubber gloves for each embalmer or trainee using the room;
11. ~~A hydroaspirator~~ An electric aspirator or hydroaspirator equipped with a vacuum breaker;
12. An eye wash station that is readily accessible; and
- !3. A standard first aid kit which is immediately accessible outside the door to the preparation room.

**18 VAC 65-20-590. Disposal of waste materials.**

Disposal of all waste materials shall be in conformity with local, state, and federal law to avoid contagion and the possible spread of disease. Upon inspection, the establishment shall provide evidence of compliance, such as a copy of a contract with a medical waste disposal company.

**PART VIII. PRICING STANDARDS AND FORMS.**

**18 VAC 65-20-700. Retention of documents.**

The following shall apply to retention of embalming reports, price lists, and itemized statements:

1. Price lists shall be retained for one year after the date on which they are no longer effective;
2. Itemized statements shall be retained for one year from the date on which the arrangements were made;
3. Embalming reports shall be retained at the location of the embalming for one year after the date of the embalming;
4. Documents shall be maintained on the premises of the funeral establishment and made available for inspection; and
5. In instances where the funeral establishment is sold, documents shall be transferred to the new owner, unless the existing firm is relocating to a new facility.

**APPENDIX I**  
**GENERAL PRICE LIST**

**Note to Establishments:** The following General Price List has been prepared as a guideline. All General Price Lists must contain at least the following content if you offer the goods and services for sale at your establishment. You may use any format arrangement you choose and may add to this information to fit your establishment's services.

This sample form has notes throughout that are for your information only and are not intended to be included on the form when you prepare the form for use at your establishment. The board has marked these notes with asterisks (\*).

**The statements in italics are required by the Federal Trade Commission and the Board.** The FTC disclosure requirements must be placed under the appropriate category as indicated on this sample form.



**APPENDIX I**  
Any Funeral Home  
Main Street  
Anytown, Virginia  
Telephone Number

**GENERAL PRICE LIST**

These prices are effective as of \_\_\_\_\_ (Date)  
(Prices are subject to change without prior notice)

**I. General Information:**

**Required Disclosure:** *"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."*

"Certain funeral services may be provided off-premises by other funeral service providers."

**Optional Disclosure:** "This list does not include prices for certain items that you may ask us to buy for you such as cemetery or crematory services, flowers, and newspaper notices. The prices for these items will be shown on your bill or the statement describing the funeral goods and services you selected."

**II. Professional Services of Funeral Director and Staff**

A. Basic Services of Funeral Director and Staff \$ \_\_\_\_\_

*"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.)" OR*  
*Please note that a fee of \$ \_\_\_\_\_ for the use of our basic services and overhead is included in the price of our caskets. This same fee shall be added to the total cost of your funeral arrangements if you provide the casket."*

Our services include: (\*Note: List what charge for basic services includes)

**III. Funeral Home Facilities**

A. Facilities and staff for visitation and viewing \$ \_\_\_\_\_

Our charge includes:

B. Facilities and staff for funeral ceremony \$ \_\_\_\_\_

Our charge includes:

C. Facilities and staff for memorial service \$ \_\_\_\_\_

Our charge includes:

D. Equipment and staff for graveside service \$ \_\_\_\_\_

Our charge includes:

(\*Note: If you have additional charges such as facilities and staff for home/church viewing, of a charge for additional staff per person or through calculation of manhours, etc., add here as extra items. If you have a charge for interment, add here. Describe what charges include.)

**IV. Embalming**

"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."

- A. Normal remains. \$ \_\_\_\_\_
- B. Autopsy remains. \$ \_\_\_\_\_

(\*Note: If the cost for embalming is the same for normal and autopsied remains, only one price may be listed)

**V. Other Preparation of the Deceased**

(\*Note: List below each preparation service that you offer and the price. If you do not charge for other preparation, remove this section.)

- A. \$ \_\_\_\_\_
- B. \$ \_\_\_\_\_
- C. \$ \_\_\_\_\_

**VI. Immediate Burial (\*List price range) \$ \_\_\_\_\_**

(\*Note: A price range must be given for this service. Your prices should range from your immediate burial package with container provided by purchaser to your immediate burial package plus your most expensive casket.)

Our charges include: (\*Note: List under each category what the charge includes)

- A. Immediate burial with container provided by purchaser \$ \_\_\_\_\_
- B. Immediate burial with lowest priced alternative container \$ \_\_\_\_\_  
(\*Note: If an alternative container is not offered, this line item may be omitted; if an alternative container is offered, include a brief description.)
- C. Immediate burial with lowest priced casket \$ \_\_\_\_\_

**VII. Direct Cremation (\*List price range) \$ \_\_\_\_\_ to \$ \_\_\_\_\_**

*"State and local laws do not require a casket for direct cremation. 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]."*

(\*Note: A price range must be given for a direct cremation. Your prices should range from direct cremation with a container provided by the purchaser to the price for direct cremation plus the highest priced casket acceptable for cremation. Describe the services included for each category listed below.)

- A. Direct cremation with container provided by the purchaser. \$ \_\_\_\_\_
- B. Direct cremation with lowest priced alternative container \$ \_\_\_\_\_  
(\*A price and description for alternative container should be provided)
- C. Direct cremation with lowest priced casket \$ \_\_\_\_\_

**VIII. Transfer of Remains to Funeral Establishment \$ \_\_\_\_\_**

(\*Note: This is added only when it is not included under professional services. You must explain what this charge includes if listed separately.)

**IX. Forwarding Remains to Another Funeral Establishment \$ \_\_\_\_\_**

Our charge includes:

**X. Receiving Remains from Another Funeral Establishment \$ \_\_\_\_\_**

Our charge includes:

**XI. Automotive Equipment and Services \$ \_\_\_\_\_**

(\*Note: Specify a range of miles for local service. If a fee is charged beyond local miles, please specify the fee per mile. The cost of any vehicle that you must rent should be included on the itemized statement as a cash advance item.)

- A. Use of hearse \$ \_\_\_\_\_

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- B. Use of limousine \$ \_\_\_\_\_
- C. Other automotive equipment and services \$ \_\_\_\_\_

(\*Note: You should provide a description and price for each automotive equipment and service listed.)

**XII. Funeral Merchandise**

- A. Caskets \$ \_\_\_\_\_ to \$ \_\_\_\_\_

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

- B. Outer Burial Container \$ \_\_\_\_\_ to \$ \_\_\_\_\_

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

*"In most areas of the country, state or local law does not require you to 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."*

- C. Other funeral merchandise

(\*Note: List all other merchandise that you offer including acknowledgment cards, register book, memorial folders, etc. and include the price.)

**APPENDIX II**

**CASKET PRICE LIST  
OUTER BURIAL CONTAINER PRICE LIST**

**Note to Establishments:** The following Casket Price List and Outer Burial Container Price List has been prepared as a guideline. You must have lists that are identified separately for each or the Casket Price List may be included in the General Price List. All Casket Price Lists and Outer Burial Price Lists must contain at least the following content if you offer the goods and services for sale at your establishment. You may use any format arrangement you choose and may add to this information to fit your establishment's services.

These sample forms have notes throughout that are for your information only and are not intended to be included on the form when you prepare the form for use at your establishment. The board has marked these notes with asterisks (\*).

**The statements in italics are required by the Federal Trade Commission and the board.** They may be placed in any location on the price lists.

Any Funeral Home  
Main Street  
Anytown, Virginia  
Telephone Number

**CASKET PRICE LIST**

(\* This price list may accompany or be included in the General Price List)  
These prices are effective as of \_\_\_\_\_ (Date)  
(Prices are subject to change without prior notice)

<u>Manufacturer</u>	<u>Description</u>	<u>Retail Price</u>
*List Manufacturers	*Describe Casket or Alternative Containers	\$ _____

(\*Note: You are required to list sufficient identifying information in order that your families can tell the difference between one casket or alternative container over another.)

Any Funeral Home  
Main Street  
Anytown, Virginia  
Telephone Number

**OUTER BURIAL CONTAINER PRICE LIST**

(\* This price list must accompany or be included in the General Price List)

These prices are effective as of \_\_\_\_\_(Date)

(Prices are subject to change without prior notice)

*"In most areas of the country, state or local law does not require you to 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."*

<u>Manufacturer</u>	<u>Description</u>	<u>Retail Price</u>
*List Manufacturers	*Describe Containers	\$ _____

(\*Note: You are required to list sufficient identifying information in order that your families can tell the difference between outer burial container over another.)

**APPENDIX III**

Any Funeral Home  
Main Street  
Anytown, Virginia  
Telephone Number

**ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES SELECTED**

**Funeral Services for** \_\_\_\_\_

**Date of Death** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**I. PROFESSIONAL SERVICES**

A. Basic Services of Funeral Director and Staff \$ \_\_\_\_\_

**II. FUNERAL HOME FACILITIES**

A. Facilities and staff for visitation and viewing \$ \_\_\_\_\_

B. Facilities and staff for funeral ceremony \$ \_\_\_\_\_

C. Facilities and staff for memorial service \$ \_\_\_\_\_

D. Equipment and staff for graveside service \$ \_\_\_\_\_

E. Other charges for staff or facilities (Itemized below) \$ \_\_\_\_\_

**III. EMBALMING**

*"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 that you did not approve if you selected arrangements such as direct cremation or immediate burial. If we charged for embalming, we will explain why below."*

A. Normal remains \$ \_\_\_\_\_

B. Autopsy remains \$ \_\_\_\_\_

Embalming authorized by: \_\_\_\_\_

(\*Note: Not required on this form. Could be a separate form.)

Reason for embalming: \_\_\_\_\_

(\*Note: Written authorization for embalming is optional, and reason for embalming could go on the disclosure page.)

**IV. OTHER PREPARATION OF THE BODY**

(\* List below each preparation service that you offer and the price.)

**V. IMMEDIATE BURIAL** \$ \_\_\_\_\_

Charge includes: (\* Briefly list what charge includes)

**VI. DIRECT CREMATION** \$ \_\_\_\_\_

Charge includes: (\*Briefly list what charge includes)

**VII. TRANSFER OF REMAINS TO FUNERAL ESTABLISHMENT** \$ \_\_\_\_\_

(\* List separately only when you list it as a separate charge on your General Price List.)

**VIII. FORWARDING REMAINS TO ANOTHER FUNERAL ESTABLISHMENT**

Charge includes: (\*Briefly list what charge includes) \$ \_\_\_\_\_

**IX. RECEIVING REMAINS FROM ANOTHER FUNERAL ESTABLISHMENT**

Charge includes: (\*Briefly list what charge includes) \$ \_\_\_\_\_

**X. AUTOMOTIVE EQUIPMENT AND SERVICES** \$ \_\_\_\_\_

Local service beyond \_\_\_\_\_ miles, add \$ \_\_\_\_\_ per vehicle.

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(\*Note: This statement must be included if this is your practice. List below all automotive equipment that you offer as a service. Any vehicles that you must rent would be a cash advance item.)

**XI. FUNERAL MERCHANDISE** (\*Describe items selected below)

- A. Casket \_\_\_\_\_ \$ \_\_\_\_\_
- B. Outer Burial Container \_\_\_\_\_ \$ \_\_\_\_\_
- C. All other funeral merchandise provided:  
\_\_\_\_\_ \$ \_\_\_\_\_

**XII. ANTICIPATED CASH ADVANCE ITEMS**

*"We charge you for our services in obtaining:"* [List each cash advance item. If you do not charge for your services and do not receive a commission or rebate from the third party, you do not have to use this disclosure.]

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**II. PACKAGES**

List any in-house package and state what items package includes. Items do not have to be priced individually. You do not have to go back through the contract and itemize the separate prices.

**XII. SUMMARY** (\* Mark N/A if fee does not apply)

- A. Subtotal: Professional Services and Facilities \$ \_\_\_\_\_
  - B. Subtotal: Funeral Merchandise \$ \_\_\_\_\_  
Virginia Sales Tax on Funeral Merchandise \$ \_\_\_\_\_
  - C. Subtotal: Anticipated Cash Advances \$ \_\_\_\_\_
- PRELIMINARY TOTAL FUNERAL ACCOUNT** \$ \_\_\_\_\_  
Additional late purchase cash advances \$ \_\_\_\_\_  
**FINAL TOTAL FUNERAL ACCOUNT** \$ \_\_\_\_\_

**DISCLOSURES**

*"Charges shown are 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 reason in writing below:"*

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

**Warranty:** *"The only warranty on the casket or outer burial container, or both, sold in connection with this service is the express written warranty if any, granted by the manufacturer. This Funeral Home makes no warranty, express or implied, with respect to the casket or outer burial container."*

**ACKNOWLEDGEMENT AND AGREEMENT**

(\*Note: Describe your terms below)

**TERMS AND PAYMENT**

(\*Note: Describe your terms of payment below)

**Board of Funeral Directors and Embalmers**  
**18 VAC 65-20-10 et seq.**

_____ Signed	_____ Dated	_____ Co-signed	_____ Dated		
_____ Street		_____ Street			
_____ City	_____ State	_____ Zip	_____ City	_____ State	_____ Zip

**ACCEPTANCE:** (*Name of Funeral Establishment*) agrees to provide all services, merchandise and cash advances indicated on this Statement.

\_\_\_\_\_  
Licensed Funeral Director or Funeral Service Licensee



APPENDIX IV

Any Funeral Home  
Main Street  
Anytown, Virginia  
Telephone Number

EMBALMING RECORD

*(Place an N/A in or a line through any blank which does not apply for this embalming)*

I. General Information

A. Deceased

Name of Deceased \_\_\_\_\_

Date of Death \_\_\_\_\_

B. Embalming

Date of Embalming \_\_\_\_\_

Name of Embalmer \_\_\_\_\_

License # of Embalmer \_\_\_\_\_

C. Autopsy Information (if applicable)

Autopsy \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Cranial

\_\_\_\_\_ Trunk

\_\_\_\_\_ Arterial Embalming Before Autopsy

Disposition of Viscera \_\_\_\_\_

II. Condition of Remains Prior to Embalming

\_\_\_\_\_ Dehydration \_\_\_\_\_ Skin Slip

\_\_\_\_\_ Discolorations \_\_\_\_\_ Subcutaneous emphysema

\_\_\_\_\_ Edema \_\_\_\_\_ Tissue Gas

\_\_\_\_\_ Emaciation \_\_\_\_\_ Trauma

\_\_\_\_\_ Gangrene \_\_\_\_\_ Ulceration

\_\_\_\_\_ Purge \_\_\_\_\_ Other

\_\_\_\_\_ Rigor Mortis

Describe and explain the extent of any conditions checked above:

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III. Injection

A. Type of Injection

\_\_\_\_\_ Single Point

\_\_\_\_\_ Multi-site

\_\_\_\_\_ Other

B. Initial Artery Injected

\_\_\_\_\_ Carotid: \_\_\_\_\_ right \_\_\_\_\_ left

\_\_\_\_\_ Femoral: \_\_\_\_\_ right \_\_\_\_\_ left

\_\_\_\_\_ Axillary: \_\_\_\_\_ right \_\_\_\_\_ left

\_\_\_\_\_ Other: \_\_\_\_\_

C. Other Arteries Injected:

\_\_\_\_\_ Carotid: \_\_\_\_\_ right \_\_\_\_\_ left

\_\_\_\_\_ Femoral: \_\_\_\_\_ right \_\_\_\_\_ left

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\_\_\_\_\_ Axillary: \_\_\_\_\_ right \_\_\_\_\_ left  
\_\_\_\_\_ Radial: \_\_\_\_\_ right \_\_\_\_\_ left  
\_\_\_\_\_ Other: \_\_\_\_\_

D. Drainage Veins

\_\_\_\_\_ Jugular: \_\_\_\_\_ right \_\_\_\_\_ left  
\_\_\_\_\_ Femoral: \_\_\_\_\_ right \_\_\_\_\_ left  
\_\_\_\_\_ Axillary: \_\_\_\_\_ right \_\_\_\_\_ left  
\_\_\_\_\_ Other: \_\_\_\_\_

IV. Fluids

A. Pre-Injection

Fluid: \_\_\_\_\_  
Dilution Rate: \_\_\_\_\_  
Total Volume: \_\_\_\_\_

B. Arterial Injection

Fluid: \_\_\_\_\_  
Ounces per gallon: \_\_\_\_\_  
Fluid: \_\_\_\_\_  
Ounces per gallon: \_\_\_\_\_  
Total Solution Volume Injected: \_\_\_\_\_

C. Accessory Fluids (List type and amount)

\_\_\_\_\_ H2O conditioner: \_\_\_\_\_  
\_\_\_\_\_ Humectant: \_\_\_\_\_  
\_\_\_\_\_ Dye: \_\_\_\_\_  
\_\_\_\_\_ Co-Injection: \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

D. Cavity Fluid (List type and amount)

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

E. Quality of Fluid Distribution

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Good  
\_\_\_\_\_ Fair

F. Aspiration

\_\_\_ Yes \_\_\_ No

V. Other Treatments

\_\_\_\_\_ External Embalming (Describe);  
\_\_\_\_\_  
\_\_\_\_\_ Hypodermic Embalming (Describe);  
\_\_\_\_\_  
\_\_\_\_\_ Other Conditions and/or Treatments (Describe):  
\_\_\_\_\_  
\_\_\_\_\_ Restoration (Describe): \_\_\_ Hypodermic \_\_\_ Other  
\_\_\_\_\_  
\_\_\_\_\_

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VI. Setting Features

A. Mouth

- Needle Injector
- Muscular Suture
- Other: \_\_\_\_\_
- Teeth Present
- Dentures
- Artificial Replacement

B. Eyes (Describe):

\_\_\_\_\_

\_\_\_\_\_

VII. Signature:

\_\_\_\_\_

Embalmer

\_\_\_\_\_

Date

**Certification**

*I certify that this regulation is full, true, and correctly dated.*

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Elizabeth Young  
Executive Director  
Virginia Board of Funeral Directors and Embalmers

Date: \_\_\_\_\_