

## FUNERAL ESCORT PERMIT APPLICATION INSTRUCTIONS

Completed application for permits will be accepted from 8:00 a.m. to 4:30 p.m., Monday through Friday, in Room 1201 City Hall Administration Building, 915 I Street, Sacramento, California.

The application process will begin once the following is received:

### I. New Applications

- a. Completed Application
- b. Application fee- \$124.00 NON-REFUNDABLE  
(Includes two (2) shoulder insignias)
- c. Three (3) passport color photos
- d. "Indemnity and Hold Harmless" statement
- e. Proof of insurance coverage (10.28.080)
- f. Proof of satisfactory completion of an approved traffic safety course (10.28.100)
- g. Copy of current (within previous thirty [30] days)  
DMV driver record readout

### II. Renewal Applications

- a. Completed application must be submitted between September 1st and September 30th
- b. Renewal fee- \$124.00 NON-REFUNDABLE
- c. Two (2) passport color photos
- d. "Indemnify and Hold Harmless" statement
- e. Proof of insurance coverage
- f. Copy of current (within previous [30] days)  
DMV driver record readout

The investigation for clearance may take several weeks or longer to complete. You may not operate as a funeral escort in the City without a valid permit.

Once issued, a permit may be revoked for cause. It is your responsibility to know and obey the City Code requirements. All permits expire on September 30th of each year. Failure to apply for renewal between September 1st and September 30th will cause you to be treated as a new applicant.

Official insignias must be worn on both shoulders of the outermost garment. Additional insignias are available from this office at our cost, currently \$3.00 each.

**NOTE: A CITY-ISSUED BUSINESS OPERATIONS TAX CERTIFICATE DOES NOT ENTITLE YOU TO OPERATE A FUNERAL ESCORT BUSINESS UNLESS AND UNTIL YOU HAVE FIRST OBTAINED THE REQUIRED REGULATORY PERMIT. THE PERMIT DOES NOT AUTHORIZE ANY PERSON TO CONDUCT ANY UNLAWFUL BUSINESS OR TO CONDUCT ANY LAWFUL BUSINESS IN AN UNLAWFUL MANNER.**

Any questions regarding your application or the process should be directed to the Business Permit Services at (916) 808-5852.