



## Records Exemption Application

Tex. Occ. Code Section 651.460 sets out a violation for the failure to retain documents related to funeral arrangements for a period of two years. Title 22 Tex. Admin. Code 203.35 states those records must be maintained within the “physical confines of the licensed establishment where the funeral arrangements were made.” A funeral establishment is allowed to petition the Commission for an exemption to keep the records at an alternative location.

The Commission may exempt a funeral establishment from the requirements of the above section if the establishment is located within **100** miles of the other funeral establishment where records will be kept and both establishments have **same ownership**.

**Records may NOT be comingled!**

### **Establishment seeking exemption:**

Name of Establishment: \_\_\_\_\_

License Number: \_\_\_\_\_

Owner Name or Designated Agent: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reason for the Exemption: \_\_\_\_\_

\_\_\_\_\_

Email Address where approval/denial letter may be delivered:

\_\_\_\_\_

### **Establishment where records will be kept:**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

License Number: \_\_\_\_\_

As the owner or officer of the funeral establishment, I hereby petition the Commission for a records exemption for the above named funeral establishment. I affirm the Commission will be able to easily access all records by name of the establishment, name of individual, or by date of service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please Email Completed Form to:**  
[nikki@tfsc.texas.gov](mailto:nikki@tfsc.texas.gov)