



## 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 that the licensed establishment must maintain those records within the “physical confines of the licensed establishment where the funeral arrangements were made.” Commission rule allows a funeral establishment 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’s location is within **100** miles of the other funeral establishment where records will be kept and both establishments have the **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:**  
[info@tfsc.texas.gov](mailto:info@tfsc.texas.gov)