[Insert Date]

Re: Executive Order 202.15: Funeral Director Supervising Letter for Out-of-State or Unregistered, but Licensed Funeral Directors

Supervising Agent: [Insert Name of Supervising Funeral Director]

Supervised Agent: [Insert Name of Out-of-State/Unregistered Funeral Director]

Supervised License Number: [Insert License of Out-of-State or Passive/Inactive License]

To Whom it May Concern:

The above-mentioned supervised funeral director shall be under the direct supervision of [Insert Name of Supervising Funeral Director] and we both agree to the following:

* The individual meets the requirements of Executive Order 202.15;
* The individual is validly licensed pursuant to the above license number;
* The individual’s duties are limited to the following:
  + To make transfers of bodies;
  + To sign out bodies;
  + To conduct services;
  + To oversee final disposition; and
  + To embalm bodies.
* The individual is aware that they may not:
  + Make funeral arrangements;
  + Sign arrangement forms or death certificates; or
  + Sell funeral merchandise.
* The individual has verified that:
  + They are currently able to work in New York State and will not willfully violate any of the laws in New York State associated with the activities they are asked to perform pursuant to Executive Order 202.15.

**THIS LETTER CEASES TO BE VALID UPON THE GOVERNOR’S DECLARATION THAT THE STATE OF EMERGENCY IS OVER.**

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| --- | --- | --- |
|  |  |  |
| Signature of the Individual |  | Signature of the Supervising Funeral Director |
|  |  |  |
| Print Name |  | Print Name |