

**Texas Funeral Service Commission
Funeral Establishment
Application Guidelines**

All applicants when applying for a new establishment license must comply with Texas Occupations Code Section 651.351, Funeral Establishment License Requirements, and Texas Administrative Code Section 203.9, Licensure of Funeral Establishments and Commercial Embalming Establishments, by supplying all the required documentation, including the Health and Fire Inspections.

An application for a funeral establishment license is required for the following situations:

- New Establishment
- Name Change of Existing Establishment
- Ownership Change of Existing Establishment
- Location Change of Existing Establishment

Read all requirements and instructions carefully. Please attach the following documents with your application:

- ☒ Licensing Fee of \$462.00
- ☒ Compliance Forms
 - ☒ General Price List
 - ☒ Casket Price List
 - ☒ Outer Burial Container Price List
 - ☒ Urn Price List
 - ☒ Funeral Purchase Agreement Form
 - ☒ Embalming Case Report Form
 - ☒ Authorization to Embalm Form
- ☒ Fire Inspection Form (or letter in lieu of if not required by local government)
- ☒ Health Inspection Form (or letter in lieu of if not required by local government)
- ☒ Certificate of Good Standing (if corporation)
- ☒ FDIC Appointment Form

Upon receipt and approval of the items listed above, the establishment will be contacted to schedule a physical site inspection by the TFSC inspectors.

No license will be issued until all documents are received and processed AND all inspections are completed.

**Texas Funeral Service Commission
Funeral Establishment Application**

Name of Establishment The Prestige Mortuary
Physical Address 404 E. Broad St., Mansfield, TX 76063
(street) (city) (zip)
Mailing address (if different from above) Same

Telephone Number 817-714-7242 Fax Number 817-203-0705
Email Address theprestigemortuary01@gmail.com

Please check all that apply:

- ☒ New Establishment
- ☐ Name Change *
- ☐ Ownership Change *
- ☐ Physical Location Change *

* Provide the name and license number of existing establishment for changes starred above:

N/A

Is this establishment on cemetery property? Yes _____ No ☒

Is this establishment on tax exempt property? Yes _____ No ☒

Is there an establishment in the service area, county or city that bears a similar name?

☒ No

☐ Yes - Name: _____

TYPE OF BUSINESS

- ☐ Sole ownership
- ☐ Partnership
- ☒ Corporation (MUST SUBMIT Franchise Tax Addendum)

List names and addresses of the sole owner, partners, or officers of the corporation (attach additional sheet if necessary).

Name Jonathan Mitchell
Title President / owner
Address 10608 Westbrook Ct., Grand Prairie, TX 75052

Name Lateiundria Mitchell
Title Executive Vice President Operations / Owner
Address 10608 Westbrook Ct., Grand Prairie, TX 75052

Name Damerick Williams
Title Senior Vice President Family Services / owner
Address 4200 Fitzgugh Ave., Fort Worth, TX 76105

John Ngya
Partner / Senior Vice President
524 Bedford Rd., Bedford, TX 76002

EMPLOYEE LISTING

Licensed personnel employed and active in this establishment (attach additional sheet if necessary):

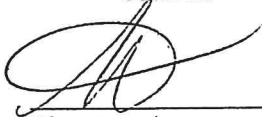
Name <u>Linda Cooper</u>	License # <u>18202</u>
Name _____	License # _____
Name _____	License # _____
Name _____	License # _____
Name _____	License # _____

Non-licensed personnel employed and active in this establishment (attach additional sheet if necessary):

Jonathan Mitchell, Ladeundra Mitchell, Damerick Williams,
John Bartell, Teremiah Copeland, Malorie Copeland,
Jenna Harris Hernandez

As the owner or officer of the funeral establishment:

- I hereby consent to reasonable inspection of this establishment and its records for compliance with the Mortuary Laws of the State of Texas at such times as may be designated by the Texas Funeral Service Commission.
- I shall designate to the Commission a Funeral Director in Charge, and such Funeral Director in Charge shall be directly responsible for the funeral directing and embalming of the licensed funeral establishment. Any change to the designation shall be given to the Commission within 15 days.
- I affirm that the statements and information contained in this application are true and correct.



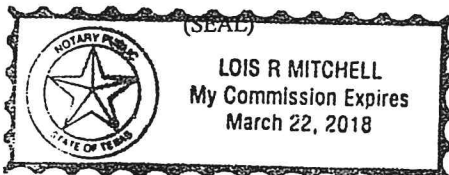
Signature

President

Title

Before me, the undersigned, a notary public in and for the State of Texas, on this day personally appeared Jonathan Mitchell, known to me, who by me being placed under oath, disposes and says that he/she is the President/owner of the The Prestige Mortuary (establishment).

Subscribed and sworn to before me this 17 day of July 20 17.



Lois R. Mitchell
Notary Public in and for the State of Texas

My commission expires 3-22-2018

ADDENDUM
FRANCHISE TAX

Texas Administrative Code Section 203.13 requires any corporate applicant for a license or permit issued by the Texas Funeral Service Commission to certify in writing that its franchise taxes are current, that the corporation is exempt from payment of the franchise tax, or that it is an out-of-state corporation that is not subject to the Texas franchise tax.

If you certify corporate ownership on the application, the certification below must be completed and returned with the application.

FRANCHISE TAX CERTIFICATION

I hereby certify that The Prestige mortuary, the corporation listed as the
Name of Corporation
owner of The Prestige mortuary, in the city of Mansfield,
Name of Funeral Establishment

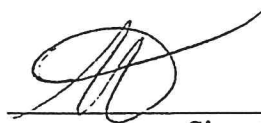
Texas is:

- ☒ Current on the payment of its Texas franchise tax
- ☐ Exempt from payment of the Texas franchise tax
- ☐ An out-of-state corporation that is not subject to the Texas franchise tax

Name & Title of Corporate Officer: Jonathan Mitchell, President

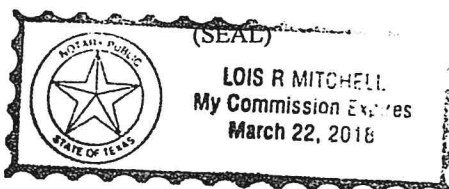
Franchise Tax ID Number: 380510578043

I understand that any false statement as to the corporate franchise tax status on this certification is ground for disciplinary action. I hereby state under oath that the statements contained herein are true and correct to the best of my knowledge.



Signature

Subscribed and sworn to before me this 17 day of July, 2017.



Notary Public in and for the State of Texas

My commission expires 3-22-2018



TEXAS FUNERAL SERVICE COMMISSION
APPOINTMENT OF FUNERAL DIRECTOR IN CHARGE

The Prestige Mortuary, LLC
Establishment Name License Number
404 E. Broad St., Mansfield, TX 76063
Street Address City Zip
Keith Wilson 115495 09/17
Funeral Director in Charge License Number Expiration Date
06/27/17
Date Appointed

Are you currently serving as FDIC/EIC at any other location(s)? Yes ☐ No ☒

Establishment Name(s) Location(s) Establishment License #

As the Funeral Director in Charge, I am responsible to the Commission for the legal and ethical operation of this establishment and understand that I may be served with administrative process when violations are alleged to have been committed by the funeral establishment. I will notify the Commission in writing immediately if and when the relationship is terminated. I certify to the correctness contained in this application.

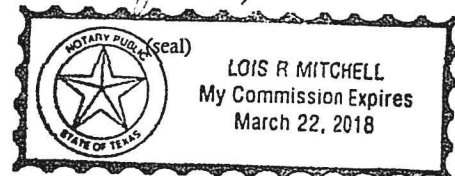
Keith Wilson
Funeral Director in Charge

Keith Wilson
Establishment Owner

Subscribed and sworn to me, the undersigned Notary Public of the State of Texas, on this the 17 day of July

Lois R. Mitchell
Notary Public

3-22-2018
My Commission Expires



Address:
P. O. Box 12217
Capitol Station
Austin, Texas 78711

Toll Free: (888) 667-4881
Tel: (512) 936-2474
Fax: (512) 479-5064
website: www.tfsc.state.tx.us

Physical Address:
333 Guadalupe Street
Suite 2-110
Austin, Texas 78701



Texas Funeral Service Commission Preparation Room Exemption Application

Tex. Occ. Code Section 651.351(d) requires a funeral establishment to include a preparation room containing the facilities, equipment, supplies required by Commission rule to ensure the provision of adequate embalming services.

The Commission can exempt a funeral establishment from the requirements of the above section if the establishment is located within 50 miles of a second facility where embalming will take place and both establishments have common ownership.

Establishment seeking exemption:

Name: The Prestige Mortuary,

Physical Address: 404 E. Broad St., Mansfield, TX 76063

Mailing Address: Same as above

License Number: N/A

Owner's Name: Latele undria Mitchell, Jonathan Mitchell,
Damerrick Williams, John Nga Nga

Establishment where embalming will occur:

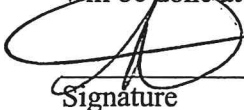
Name: Bedford Memorial Funeral Home

Physical Address: 524 Bedford Rd.

License Number: _____

Owner's Name: John Nga Nga

As the owner or officer of the funeral establishment, I hereby petition the Commission for a preparation room exemption for the above named funeral establishment. I affirm no embalming will be done at the exempt location and all statements above are true and correct.


Signature

Jonathan Mitchell
Printed Name

Subscribed and sworn to before me this _____ day of _____ 20____.

Notary Public in and for the State of Texas

333 Guadalupe St, Suite 2-110, Austin, Texas 78701
512-936-2474

Email: info@tfsc.texas.gov Website: www.tfsc.texas.gov

City of Mansfield
CERTIFICATE OF OCCUPANCY

This certificate is issued pursuant to the requirements of the 2006 International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the city regulating building construction or use and shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

PERMIT ID # CO-17-02786

Tenant / Business

The Prestige Mortuary
404 E Broad St.
Mansfield TX 76063

Property Owner

MORALES, CHARLES
5880 NEWT PATTERSON RD
MANSFIELD TX 76063-6152



Occupancy Group

B

Approved By:

Construction Type

V-B

Occupancy Load

32 total / 2nd floor limited to 10 occupants


Paul Coker, CBO, RAS - Chief Building Official

07/07/17
Date

Auto Sprinkler System

Non

Type of CO

Tenant

Conditions: 1) This certificate becomes null and void upon change of ownership, tenant or use, if issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any regulations or any provisions of the adopted building code.

Project description: The Prestige Mortuary - Mortuary/Funeral Chapel/Service Center

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■ Texas Administrative Code (Last Updated: December 5, 2014)

■ TITLE 22. EXAMINING BOARDS

■ PART 10. TEXAS FUNERAL SERVICE COMMISSION

■ CHAPTER 203. LICENSING AND ENFORCEMENT-SPECIFIC SUBSTANTIVE RULES

SECTION 203.26. Funeral Directors and Embalmers License Requirements and Procedure

Latest version.

(a) License Required: A person may not engage in funeral directing or embalming in this state without holding a license issued by the commission, unless the person is a mortuary student acting under the supervision and direction of a licensed funeral director or embalmer.

(b) Initial License and Fees:

(1) An applicant for an initial license must meet the eligibility requirements of Texas Occupations Code, §651.253.

(2) Initial licenses issued after March 5, 2003, expire on the last day of the licensee's birth month not less than one year nor more than two years following the license issue date. The monthly fee for the initial license, payable in a lump sum, is equal to one twenty-fourth (1/24) of the biennial license fee.

(3) The renewal period of a license issued under subsection (a) of this section is two years beginning on the 1st day of the month following the licensee's birth month.

(4) The licensing fee shall accompany the application for licensure. The amount of the licensing and renewal fees is posted on the commission's website at www.tfsc.state.tx.us.

(5) All applicants for an initial license must submit to an FBI background check.

(c) Outstanding Licenses

(1) Individual licenses outstanding on March 5, 2003 expire on May 31 or November 30 two years from their issue date.

(2) The first renewal period for a license described in paragraph (1) of this subsection is the number of months from its expiration date to the last day of the licensee's birth month not less than one year nor more than two years following the license issue date. The monthly fee for the initial license, payable in a lump sum, is equal to one twenty-fourth (1/24) of the biennial license fee.

(3) A license described in paragraph (2) of this subsection must be renewed within two years following the last day of the licensee's birth month and biennially thereafter.

(d) Renewal Procedures and Conditions

(1) A license may be renewed prior to its expiration if the licensee has paid the renewal fee and met the requirements of §203.30 of this chapter (relating to Continuing Education).

(2) A person whose license is expired for 90 days or less, may renew the license by meeting the requirements of this subsection, except that the renewal fee is 1-1/2 times the amount of the normal renewal fee.

(3) A person whose license is expired for more than 90 days but less than one year may renew the license by meeting the requirements of this subsection, except the renewal fee is two times the amount of the normal renewal fee.

(4) A person whose license has been expired for one (1) year or more prior to September 1, 2009, may not renew the license, but may reinstate the license by meeting the following requirements:

(A) the examination described in Texas Occupations Code, Chapter 651, §651.255 for a funeral director and §651.256 for an embalmer;

(B) payment of applicable fees, which include all back renewal fees and penalty fees as determined by the commission; and

(C) completion of the mandatory continuing education requirements of §203.30(f)(2) of this chapter.

(5) A person whose license has expired after September 1, 2009, and has been expired for one (1) year or more may renew the license by meeting the following requirements:

(A) retaking and passing the applicable examination;

(B) payment of any applicable fees, including a renewal fee that is equal to two times the normally required renewal fee; and

(C) completion of the mandatory continuing education requirements of §203.30(f)(2) of this chapter.

Source Note: The provisions of this §203.26 adopted to be effective October 6, 2004, 29 TexReg 9365; amended to be effective April 8, 2008, 33 TexReg 2819; amended to be effective January 7, 2010, 35 TexReg 97; amended to be effective January 11, 2012, 37 TexReg 61; amended to be effective October 2, 2014, 39 TexReg 7735

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Texas Administrative Code (Last Updated: December 5, 2014)

- TITLE 22. EXAMINING BOARDS
 - PART 10. TEXAS FUNERAL SERVICE COMMISSION
 - CHAPTER 203. LICENSING AND ENFORCEMENT--SPECIFIC SUBSTANTIVE RULES

SECTION 203.31. Inspections of Licensed or Registered Facilities

Latest version.

(a) The Commission will inspect a facility licensed or registered by the commission if:

(1) the facility was found to be deficient on a prior inspection; failed to prove compliance following a deficient finding during a prior inspection; or failed to be open for a follow-up inspection following a finding of a deficiency during a prior inspection;

(2) the Commission receives a complaint regarding the establishment or facility; or

(3) the Commission opens a complaint investigation in its own name against the establishment or facility.

(b) If an inspector is unable to contact the establishment or facility owner, its funeral director in charge, manager of the property, or any other employee or agent of the establishment or facility to provide notice of the attempted inspection before leaving the general area, the inspector shall notify the establishment or facility by mail of the attempted inspection.

(c) If an establishment or facility is unavailable for inspection twice during a six month period, the Commission may file a complaint against the establishment or facility, making the establishment or facility subject to an administrative penalty or other action.

Source Note: The provisions of this §203.31 adopted to be effective February 27, 1996, 21 TexReg 1271; amended to be effective February 18, 2002, 27 TexReg 1167