

Nova Scotia Board of Registration of Embalmers and Funeral Directors Complaint form

Section A. Purpose of this form:

The Board of Registration of Embalmers and Funeral Directors is responsible for investigating complaints against licensed funeral directors, embalmers, apprentice funeral directors, or apprentice embalmers that allege non-compliance with the Embalmers and Funeral Directors Act, Embalmers and Funeral Directors Regulations, and Code of Professional Conduct or fraud. Complaints outside of the Embalmers and Funeral Directors Act, Embalmers and Funeral Directors Regulations, and the Code of Professional Conduct are outside of the scope of the Board of Registration of Embalmers and Funeral Directors, and may be forwarded to another agency or department, if appropriate.

Section B. Licensee Information:

Name of licensee(s) involved in the complaint (funeral director or embalmer):

Name of Funeral Home the licensee(s) is employed at:

Funeral Home Address:

Section C. Complainant Information:

Name of Complainant:	_____
Home Address:	_____
Full Mailing Address:	_____
Phone: _____	Email Address: _____

Section D. Details of the Complaint:

Please describe the details relevant to the complaint in writing and attach a copy to this form. Please also include copies of any documentation that is part of your complaint, such as copies of statements, invoices, communication, etc.

The Nova Scotia Board of Registration of Embalmers and Funeral Directors

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Section E. Permission to Investigate Complaint:

I understand that the Board of Registration of Embalmers and Funeral Directors cannot investigate or remedy complaints outside of the Embalmers and Funeral Directors Act, Embalmers and Funeral Directors Regulations, or the Code of Professional Conduct, as complaints outside of these areas of legislation is beyond the scope of the Board of Registration of Embalmers and Funeral Directors. I understand that complaints outside of the scope of the Board of Registration of Embalmer and Funeral Directors may be forwarded to another agency or department, if appropriate.

Do you, as the complainant, give the Nova Scotia Board of Registration of Embalmers and Funeral Directors permission to forward your complaint to the funeral home and/or the licensee in question, contact other parties mentioned or named in the complaint, forward the complaint to Service Nova Scotia and Internal Services, and other actions deemed necessary to investigate the complaint submitted. In doing so, it will alleviate the timeline for waiting for permission to act on the complaint. Please Check Appropriate Box:

Yes No

Name of Complainant: _____

Signature of Complainant: _____

Date Signed: _____