

# Wisconsin Department of Safety and Professional Services

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## CEMETERY BOARD

### APPLICATION INFORMATION FOR CEMETERY ASSOCIATION APPLICATION

#### **Organizing a Cemetery Association**

Seven or more residents of the same county may form a cemetery association. They shall meet, select a chairperson and secretary, choose a name for the Association, fix the annual meeting date, and elect by ballot not less than three nor more than nine trustees. Immediately following the election, the chairperson and secretary shall divide the trustees by lot into three classes, who shall hold their offices for one, two and three year terms, respectively. Within three days of the meeting, the chairperson and secretary shall certify the corporate name of the Association, the names, home addresses and business addresses of the organizers and the trustees, and their classifications, and the annual meeting date acknowledged by them and return the certification to the Cemetery Board. The Association then has the powers of a corporation.

#### **Exemptions for Certain Cemeteries**

In lieu of delivering a certification, resolution or copy of proceedings to the Cemetery Board, a Cemetery Association that is not required to be licensed under [Wis. Stat. § 440.91\(1\)](#) or registered under [Wis. Stat. § 440.91\(1m\)](#) shall deliver the certification, resolution or copy of proceedings to the office of the register of deeds of the county in which the cemetery is located.

#### **Annual Report Requirement**

Cemetery Associations formed under [Wis. Stat. § 157.062](#) are required to file an annual report with the Cemetery Board. The report is due March 1<sup>st</sup> of each year. Cemetery Association Annual Report ([Form 3171](#)) will be mailed to the Association at its principal office address on record with the Department of Safety and Professional Services at least 60 days before the report is due or can be printed from the Department's website at <https://dsps.wi.gov/Pages/Professions/CemeteryAssociation/Default.aspx>.

**Cemetery Association Application** - Apply online via LicensE, <https://license.wi.gov/>. No fee is required.