

ILLINOIS FUNERAL HOME AUDIT COMPLIANCE CHECKLIST

Use this checklist to confirm your firm is prepared for an IDFPR inspection under 225 ILCS 41/15-56 and the implementing rules at 68 Ill. Adm. Code 1250.240 (Integrity in Death Care Act, Public Act 103-0907). Updated September 2026.

FIRM	COMPLETED BY	DATE

Check each item your firm can show today. An unchecked **Required** item is a gap to close first. Recommended items are good practice, not legal requirements.

REQUIRED

RECOMMENDED

MORTRACK BENCHMARK

1 Unique Identifier

68 ILL. ADM. CODE 1250.240(A), (C)

- | | | |
|--------------------------|---|----------|
| ☐ | A unique identifier specific to your establishment or funeral business , attached to the remains | REQUIRED |
| ☐ | The identifier accompanies the remains on each step of the disposition process | REQUIRED |
| ☐ | A copy affixed to the casket or alternative container before delivery to the crematorium | REQUIRED |
| ☐ | Tracking tags carrying the same identifier on every container of separated remains | REQUIRED |

2 Identification Verified & Recorded

68 ILL. ADM. CODE 1250.240(B)

Identification of the remains is verified and recorded:

- | | | |
|--------------------------|--|----------|
| ☐ | On assuming custody of the remains | REQUIRED |
| ☐ | Before and after storage | REQUIRED |
| ☐ | On transfers to and from the crematorium , recording the crematorium's unique identifier | REQUIRED |
| ☐ | On transfers to and from your own funeral establishment or funeral business | REQUIRED |
| ☐ | On transfers to and from a separately owned funeral business , recording both businesses' identifiers | REQUIRED |
| ☐ | On transportation to the place of final disposition | REQUIRED |

3 Retention & Accessibility

68 ILL. ADM. CODE 1250.240(D), (E)

- | | | |
|--------------------------|--|--------------------|
| ☐ | Chain of custody records retained for a minimum of five years | REQUIRED |
| ☐ | Records kept in an electronic or paper system the Department can audit . Either is expressly permitted. | REQUIRED |
| ☐ | Staff trained to locate and present documentation on request | RECOMMENDED |
| ☐ | Any case file from the past six months retrievable in under ten minutes . Our benchmark, not an IDFPR standard. | MORTRACK BENCHMARK |

4 Crematory Operations

410 ILCS 18/35(0)

- ☐ If you operate a crematory: an identification system maintained **throughout all phases of the cremation process** ☐ N/A **REQUIRED**
- ☐ Documented handoff procedures with crematory, cemetery and transport partners, with **confirmation of receipt** captured from each **RECOMMENDED**

5 Facility & Procedures

RECOMMENDED PRACTICE

- ☐ Secure storage for remains, with access controls, refrigeration and environmental safeguards **RECOMMENDED**
- ☐ Staff training documentation available and current **RECOMMENDED**
- ☐ A written standard operating procedure for custody, followed on every shift **RECOMMENDED**

Your results

Required items checked

_____ of 13

Recommended items checked

_____ of 5

Ten-minute benchmark met

☐ Yes ☐ No

Gaps to close first

List any unchecked Required items here.

Know Your Exposure

225 ILCS 41/15-15 & 15-75

- IDFPR **must inspect within 10 business days** of a complaint alleging mishandling or misidentification of remains
- Disciplinary fines of **up to \$10,000 for each violation**, alongside reprimand, probation, suspension or revocation
- **Intentionally or knowingly violating** the chain of custody record requirements is a Class 4 felony. Falsification is not required.

Bring this checklist to a free 20-minute workflow review.

We will walk your answers against 68 Ill. Adm. Code 1250.240 with you.

mortrack.com/illinois

Disclaimer: This information is provided for informational and educational purposes only and reflects MorTrack's interpretation of Illinois law (225 ILCS 41/15-56; 410 ILCS 18/35(o); 68 Ill. Adm. Code 1250.240, effective December 10, 2025). It does not constitute legal advice; laws and enforcement practices may change. Contact IDFPR or legal counsel for official guidance. MorTrack assumes no liability.