

**SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION
BOARD OF FUNERAL SERVICES**

2014 – 2016 RENEWAL

Renewal Fees - Two (2) Year License Renewal

Funeral Director or Embalmer renewal is \$100 mailed before June 30, 2014. After June 30, 2014, include an additional \$60 late fee. If after July 31 you may be issued a Consent Order and a \$500 fine.

Dual License Funeral Director and Embalmer renewal is \$120 mailed before June 30, 2014. After June 30, 2014, include an additional \$60 late fee. If after July 31 you may be issued a Consent Order and a \$500 fine.

**Board of Funeral Service
PO Box 11329
Columbia, SC 29211-1329**

License Renewal Instructions

1. To renew online go to <https://renewals.llronline.com> *You must have your USER ID, PASSWORD and Credit Card to renew online.* By renewing online you can print an immediate confirmation of renewal. It is faster, there are no lost payments and there is a quicker turnaround time.
2. Make checks or money orders payable to Board of Funeral Service.
3. This license renewal is for the June 30, 2014, through June 30, 2016, renewal period.
4. Mail renewal and payment to the Board of Funeral Service at the address shown on this form.
5. Do not mail proof of continuing education certificates. Proof only required if license has been inactive or if randomly audited.
6. Please call (803) 896-4497 or email funhelp@llr.sc.gov if you have questions or visit the Board's website at www.llronline.com/POL/Funeral
7. It is important to understand that you may be audited for up to three years from the date of renewal for compliance with Continuing Education requirements.
8. Answer all questions on this renewal application. Renewals will be returned if not completed and signed. Make any necessary corrections in the spaces provided.

License Type: _____ License #: _____

NAME: _____

MAILING ADDRESS: _____

CITY STATE ZIP: _____

PHONE: _____ EMAIL: _____

1. I hereby certify that I have completed the required annual 3 hours of continuing education needed to renew my Funeral Service License for a Total of 6 hours for 2012 - 2013. Please answer. YES NO **Licenses over sixty years old or that have been licensed as a Funeral Director or Embalmer over thirty years select Exempt and provide DOB or original issue date of the license. (Funeral Home Managers may NOT take this exemption)**

(CE EXEMPT Date of Birth _____ Original license issue date _____)

2. Since the date of your last renewal application, have you been charged, arrested, indicted, or convicted, pled guilty of, or pled nolo contendere for violation of any federal, state, or local law (other than minor traffic violation)? YES NO (If Yes, please include a full explanation and documentation.)

3. Since the date of your last renewal application, has any complaint been formally lodged or has any action been taken against your license in any jurisdiction. YES NO (If Yes, please include full explanation.)

When you provide a check as payment, you authorize the Board to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize the Board to collect a fee through electronic fund transfer from your account if your payment is returned unpaid. Please provide the following on your check: Drivers License #; Full Name; Street Address and Phone Numbers.

I HEREBY affirm I have read and understand all questions on the renewal application and have answered truthfully, accurately, and completely. I hereby acknowledge that failure to complete the mandatory continuing education on or before June 30, 2014, and not answering these questions truthfully, accurately and completely shall constitute cause for disciplinary action up to and including revocation of my South Carolina License and civil penalties up to \$500 per violation.

Signature _____ Date _____

RETURN RENEWAL WITH CORRECT RENEWAL FEE TO THE ADDRESS ABOVE.