



## **FUNERAL DIRECTOR AND/OR EMBALMER BY ENDORSEMENT LICENSE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW**

*Before calling in to the Board Office – You may check your application status online at: <https://llr.sc.gov/fs/>*

### **LICENSURE REQUIREMENTS**

A person is qualified to receive a **Funeral Director** license by endorsement when the following requirements are met:

1. Be at least 18 years of age or older.
2. Have a current, active and unrestricted licensure as a Funeral Director in another state. Applicants with less than five (5) years active licensure in another jurisdiction will be reviewed to determine if license requirements are substantially similar to the Board's requirements.
3. Complete a statewide background check from the state(s) of residences covering the past 5 years prior to application.
4. Successfully pass the International Conference's Arts examination.
5. Successfully pass the State Law examination.

A person is qualified to receive an **Embalmer** license by endorsement when the following requirements are met:

1. Be at least 18 years of age or older.
2. Have a current, active and unrestricted licensure as an Embalmer in another state. Applicants with less than five (5) years active licensure in another jurisdiction will be reviewed to determine if license requirements are substantially similar to the Board's requirements.
3. Complete a statewide background check from the state(s) of residences covering the past 5 years prior to application.
4. Successfully pass the International Conference's Science examination.
5. Successfully pass the State Law examination.

A person is qualified to receive a dual **Funeral Director and Embalmer** license by endorsement when all of the above requirements have been met.

### **APPLICATION PROCESS OVERVIEW**

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must resubmit the application. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
  - Application Fee: Checks or money orders should be made out to SC Board of Funeral Service. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
    - \$130 for Funeral Director only
    - \$130 for Embalmer only
    - \$195 for dual Funeral Director and Embalmer

- Identification:
  - Copy of your valid driver's license, state issued ID, passport or military ID
  - Copy of signed Social Security card
- Notarized Verification of Lawful Presence
- Legal documentation of name change (marriage certificate, divorce decree, etc.)
- Background Check: A statewide background check from the state(s) you have resided in for the past five (5) years is required. If a conviction(s) is reported, the applicant is to provide a written explanation on the matter. Applicants with prior criminal convictions will be reviewed on a case-by-case basis and may require an appearance before the Board.
- Personal History Questions: For any "Yes" answers in the Personal History Information, a written explanation must be provided. Additional information may be requested by the Board Office or an appearance before the Board may be necessary.

**2. Documents to be sent directly to the Board from issuing agency/institution**

- Certification of Licensure: Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Board office via email at [contact.funeral@llr.sc.gov](mailto:contact.funeral@llr.sc.gov) or mail.
- National Exam: Contact the International Conference to have a copy of your Arts exam and/or Science exam(s) scores sent to the Board office. Contact information <https://theconferenceonline.org/> or (479) 442-7076.

**3. Examination** – Following processing of the application, you will be notified of your exam eligibility.

For the state law exam, a link will be provided in the exam eligibility notification. The exam is based upon the [Funeral Service Law Title 40, Chapter 19](#); [Funeral Service Regulations Chapter 57](#); [Preneed Funeral Contracts Title 32, Chapter 7](#); and [Safe Cremation Act Title 32, Chapter 8](#). Additional examination information can be found on the Board website at <https://llr.sc.gov/fs/exam.aspx>. Results for the state law exam are reported directly to the Board office. Please do not send your score result to the Board office.

**4. Licensure** – Upon receipt of passed examination scores, the Board office will send notification of license issuance. A licensee may print a copy of their license from the Licensee Portal at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fSSO%2f>. A physical copy of the license card will be mailed to the mailing address indicated on the application.



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Funeral Service**  
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 llr.sc.gov/fs

**APPLICATION FOR FUNERAL DIRECTOR AND/OR EMBALMER  
 LICENSE BY ENDORSEMENT**

*Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.*

**Submit the following with your application:**

- Check or money order made payable to LLR-Board of Funeral Service (Fees are non-refundable and non-transferrable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. **NO CASH IS ACCEPTED.**

**Type of Application (check one):**

\$130 – Funeral Director     \$130 – Embalmer     \$195 – Funeral Director/Embalmer

- Copy of your valid driver’s license, state issued ID, passport or military ID
- Copy of your Social Security card
- Notarized Verification of Lawful Presence (attached)
- Official statewide background check from your state(s) of residence covering the past 5 years (South Carolina residents must use <https://www.sled.sc.gov/>).
- Legal documentation for name change (marriage cert., divorce decree, court order, etc.), if applicable

**Have submitted directly to the Board office address above from the issuing agency:**

Documentation may be sent from the issuing agency via email to [contact.funeral@llr.sc.gov](mailto:contact.funeral@llr.sc.gov) or mailed to the address above:

- Certification of Licensure, if applicable
- Certified copy of The International Conference Arts and/or Science exam scores, if applicable

**APPLICANT INFORMATION**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_

Have you ever legally changed your name?  Yes  No Prior Name/Alias: \_\_\_\_\_

If yes, you are required to enclose a copy of the legal document indicating the official change.

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(If different than above)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Race: \_\_\_\_\_ Gender:  Female  Male  
 (For statistical purposes only) (For statistical purposes only)

**PRIOR LICENSURE**

List all states in which you have been licensed in; regardless of status: Active, Inactive, Expired, etc. You will need to contact each licensing agency and request of Certification of Licensure be sent directly to the Board. Attach additional sheets if needed.

State	License Type	License Number	Expiration Date

**PERSONAL HISTORY**

All questions must be answered. For any “Yes” answers, attach a detailed explanation and submit any supporting documentation such as court dispositions, board orders, etc.

- 1. Have you ever had any license to practice in the funeral profession denied, suspended, revoked, and/or surrendered by the licensing authorities in this or any other state or jurisdiction?  Yes  No
- 2. Have you ever had any other business or professional license of any type suspended, revoked, and/or surrendered in this or any other state or jurisdiction?  Yes  No
- 3. Have you ever been convicted of or pled guilty or nolo contendere to a felony, a crime involving drugs, or a crime that directly relates to the duties, responsibilities, or fitness for being an embalmer or a funeral director?  Yes  No

**Instructions:** Include any convictions for which you have been pardoned and specifically identify the conviction(s) you received pardons for, the dates of those pardons, and include a copy of the pardon. Exclude any convictions for which you have received an expungement or for which you received a non-judicial punishment from the military (a.k.a. an Article 15 or “Captain’s Mast”).

**ATTESTATION**

**I certify** that all statements contained herein are true and correct to the best of my knowledge. I further understand that the information provided or in connection with this application may be investigated and verified, and false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

**I hereby** represent and warrant to the Board that I will, at all times, comply with the South Carolina Funeral Services Laws and Regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **PRIVACY DISCLOSURE**

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)



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## VERIFICATION OF LICENSURE

Complete the top portion of this form and forward a copy to the state board by which you are currently licensed to practice funeral services. You may want to contact the state to see if a fee is required. The SC Board of Funeral Service will also accept a State Board issued License Verification if the Official Seal is attached.

In applying for a license to practice funeral services in the State of South Carolina, the Board of Funeral Service requires this form to be completed by a state wherein I hold an active license. My signature below is your authority to release any and all information in your file, favorable or otherwise, regarding me directly to the above address.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

### STATE BOARD OFFICE

Please complete the below information and mail to the above address.

Name: \_\_\_\_\_

License Type: \_\_\_\_\_

License No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

License Status: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Number of months apprenticeship served: \_\_\_\_\_

Licensure Based on:

- Credentials
- Endorsement
- Exam – State Law
- Exam – State Funeral Director and/or Embalmer
- National Exam
- Reciprocity State: \_\_\_\_\_
- Other: \_\_\_\_\_

Disciplinary Action: \_\_\_\_\_

A check mark indicates that licensure has not been continuous.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Seal)