



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

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:** 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 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.



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)



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Funeral Service
 110 Centerview Dr. • Columbia • SC • 29210
 P.O. Box 11329 • Columbia • SC 29211-1329
 Phone: 803-896-4497 • Contact.Funeral@llr.sc.gov • Fax: 803-896-4554
 llr.sc.gov/fs

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: _____

(Seal)

Telephone: _____