



STUDENT FUNERAL DIRECTOR AND/OR EMBALMER CERTIFICATE PERMIT 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/>

PERMIT REQUIREMENTS

A person is qualified to receive a **Student Funeral Director** permit when the following requirements are met:

1. Be at least 18 years of age or older.
2. Be currently enrolled in an accredited mortuary science college and maintain a minimum of part-time status. If engaging in funeral service activities during the academic training as part of the curriculum, the funeral service activity statement on the Mortuary College Enrollment Verification Form must be completed and notarized.

A person is qualified to receive a **Student Embalmer** permit when the following requirements are met:

1. Be at least 18 years of age or older.
2. Be currently enrolled in an accredited mortuary science college and maintain a minimum of part-time status. If engaging in funeral service activities during the academic training as part of the curriculum, the funeral service activity statement on the Mortuary College Enrollment Verification Form must be completed and notarized.

A person is qualified to receive a dual **Student Funeral Director and Embalmer** permit 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.
 - \$25 for Student Funeral Director certificate only
 - \$25 for Student Embalmer certificate only
 - \$50 for dual Student Funeral Director and Embalmer certificate
- **Identification:**
 - Copy of your valid driver's license, state issued ID, passport or military ID
 - Copy of Social Security card
- **Notarized [Verification of Lawful Presence Form](#)**
- **[Legal documentation of name change](#)** (marriage certificate, divorce decree, etc.)
- **Personal History Questions:** For any "Yes" answer in the Personal History section, you must provide a [detailed statement of the events](#) surrounding the conviction(s), denial or discipline of licensure, including all pertinent information (such as charges, dates, locations, and sentences). Provide copies of any case, file or licensing documents or records showing the final disposition, if applicable.
- **[Mortuary College Enrollment Verification Form](#):** Form must be signed and notarized.

2. **Permitting** – Upon receipt of completed application, the Board office will send notification of permit issuance. A copy of the permit may be printed from the Online Portal at <https://eservice.llr.sc.gov/PocketCard/>. A physical copy of the permit will be mailed to the mailing address indicated on the application.
3. **Student Permit Maintenance** – To retain a student permit, individuals must remain enrolled in the specified mortuary science college on a minimum part time basis. Student permits shall expire when the student ceases to be enrolled.



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

MORTUARY COLLEGE ENROLLMENT VERIFICATION FORM

Student/Applicant Name: _____

Mortuary College: _____

School Address: _____

Phone: _____ Program Director: _____

Enrollment

I certify that the above-named applicant is an enrolled student with a minimum of part-time student status.

Enrollment Date: _____ Program of Study: _____

Funeral Service Activities

I certify that any funeral service activities in which the above-named student engages will be in conjunction with the student's academic training and under the supervision of a SC Funeral Board licensee designated by the program.

Program Director or Registrar Signature

Date

Print Name

Title

Contact Phone

Sworn to and subscribed before me this _____ day
of _____ 20____ .

(Notary Seal)

Notary Signature: _____

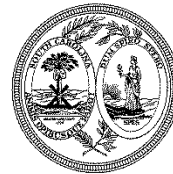
Print Name: _____

Notary for the State of: _____

My Commission expires: _____



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)