



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 signed Social Security card
- Notarized Verification of Lawful Presence
- Legal documentation of name change (marriage certificate, divorce decree, etc.)
- 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

- Mortuary College Enrollment Verification: Form must be signed and notarized.

3. 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/SSO/Login/LoginPage?ReturnUrl=%2fSSO%2f>. A physical copy of the permit will be mailed to the mailing address indicated on the application.

4. 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.