



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](mailto:Contact.Funeral@llr.sc.gov) • Fax: 803-896-4554  
[www.llronline.com/POL/Funeral/](http://www.llronline.com/POL/Funeral/)



**2018 – 2020 RENEWAL**

**Renewal Fees - Two (2) Year License Renewal**

**Funeral Director or Embalmer** renewal fee is \$300 if renewed before July 30, 2018. Licenses renewed after July 30, 2018, are subject to a \$120 late fee. Continued practice during the time in which the license is lapsed may result in a Consent Agreement with a \$500 fine.

**Dual Funeral Director and Embalmer** renewal fee is \$320 if renewed before July 30, 2018. Licenses renewed after July 30, 2018, are subject to a \$120 late fee. Continued practice during the time in which the license is lapsed may result in a Consent Agreement with a \$500 fine.

**License Renewal Instructions**

- To renew online go to <https://eservice.llr.sc.gov> *You must have your USER ID, PASSWORD, and credit card to renew online.* By renewing online you can print an immediate confirmation of the renewal. It is faster; there are no lost payments; and, there is a quicker turnaround time. To renew by mail, complete this form, include payment, and mail to the above address.
- Make checks or money orders payable to **SC Board of Funeral Service** (PLEASE DO NOT SEND CASH).
- A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. All fees are non-refundable.
- This license renewal is for the July 1, 2018, through June 30, 2020, renewal period.
- Do not mail proof of continuing education certificates. Proof is only required if a license has been inactive or if a license is randomly selected for an audit.
- You may renew online from **April 2, 2018 through July 30, 2018.**
- Please call (803) 896-4497, email [contact.funeral@llr.sc.gov](mailto:contact.funeral@llr.sc.gov), or visit the Board's website, [www.llronline.com/POL/Funeral/](http://www.llronline.com/POL/Funeral/) with questions.
- You may be audited for up to three years from the date of renewal for compliance with the Continuing Education requirements.
- Answer all questions on this renewal application. Renewals will be returned if not completed and signed.

Please check one:    FD     FDE     EMB     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 2017 - 2018. Please answer. YES  NO  **Licenseses 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, 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, 2016, 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.**

*South Carolina law requires the agency to collect personal information which is only disseminated as required by law. 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 your renewal application and other documents on file 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 purposes.*