



1033 WADE AVE., SUITE 108
RALEIGH, NC 27605

PHONE (919) 733-9380
FAX (919) 733-8271

NORTH CAROLINA BOARD OF FUNERAL SERVICE
APPLICATION FOR INDIVIDUAL LICENSE RENEWAL

The funeral service license, funeral directing license or embalming license previously issued to you will expire on **December 31, 2016**. **READ CAREFULLY**, COMPLETE ALL INFORMATION AND RETURN TO THE ABOVE ADDRESS.

Make name or address corrections in space provided.

Name of Firm/Place of Employment: _____

Address of Firm/Place of Employment: _____

Home Address: _____

Work phone #: _____

E-mail Address: _____

North General Statute 90-210.25(al) allows the Board to issue an **inactive** license, upon request. **An inactive licensee cannot practice funeral service.** If you want to substitute an **inactive** license for your **active** license, **please complete the application on the back and return with the application fee of \$30.00.**

Has your place of employment changed since last year's renewal? No _____ Yes _____

Have you been convicted of any felony or misdemeanor crime(s) (other than traffic infractions), since your last renewal?
No _____ Yes _____ If yes, attach a detailed statement providing the jurisdiction, charge, and disposition of each conviction.

Have you been denied a license to engage in any occupation or profession in any state, the District of Columbia or any foreign country or had such license suspended, revoked or placed on probation since your last renewal? _____ No _____ Yes

If yes, attach a statement providing complete details as to the reason for denial and the date, location and details of any violation that led to action against your license, the terms of any action by the licensing authority and whether said terms have been satisfied.

I certify that (choose one):

I have been credited with at least 5 hours continuing education during the year immediately preceding this renewal; or carried over from the previous year;

I have been licensed in NC continuously for 25 years or more and am therefore exempt from continuing education; or

I live and work out of state and am therefore exempt from obtaining continuing education.

The number of continuing education (CE) hours you have, as of the mailing date of this form, is indicated on your address label. If this total is in error, attach your CE form(s) and return. If you do not have the required 5 CE hours, you may not renew until the requirement has been satisfied. Attach your CE form(s) and return with payment.

Signature of Licensee

RENEWAL FEES:

Funeral Service License \$100.00
Funeral Directing License \$ 75.00
Embalming License \$ 75.00
Total fee, funeral directing & embalming, when both are held by the same person \$100.00

NOTE THE FOLLOWING: North Carolina General Statute 90-210.25(a)(5): "The holder of any license issued by the Board who shall fail to renew the same on or before February 1st of the calendar year for which the license is to be renewed shall have forfeited and surrendered the license as of that date." **After February 1, 2017, there will be a \$50.00 reinstatement fee. Licenses must be reinstated to the same status held when forfeited. Licensees may also be subject to additional disciplinary action if found to have practiced without a license between January 1 and the date of renewal.**



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NORTH CAROLINA BOARD OF FUNERAL SERVICE
APPLICATION FOR INACTIVE LICENSE

(APPLICATION FEE \$30.00)

(READ CAREFULLY, COMPLETE ALL INFORMATION AND RETURN TO THE ABOVE ADDRESS)

Name _____ License # _____

Address _____

Office Phone #: _____ Home Phone #: _____

Have you been convicted of any felony or misdemeanor crime(s) (other than traffic infractions), since your last renewal? **No** _____ **Yes** _____

If yes, attach a detailed statement providing the jurisdiction, charge, and disposition of each conviction.

Have you ever been denied a license to engage in any occupation or profession in any state, the District of Columbia or any foreign country or had such license suspended, revoked or placed on probation since your last renewal? **No** _____ **Yes** _____

If yes, attach a statement providing complete details as to the reason for denial and the date, location and details of any violation that led to action against your license, the terms of any action by the licensing authority and whether said terms have been satisfied.

Signature of Licensee

***Pursuant to 21 NCAC34A.0201 a fee of \$30.00 is required for your application to be processed.**

North Carolina General Statute 90-210.25(a1):

Inactive Licenses. – Any person holding a license issued by the Board for funeral directing, for embalming, or for the practice of funeral service may apply for an inactive license in the same category as the active license held. The inactive license is renewable annually. Continuing education is not required for the **renewal** of an inactive license. The holder of an inactive license may not engage in any activity requiring an active license. The holder of an inactive license may apply for an active license in the same category, and the Board shall issue an active license if the applicant has completed a total number of hours of accredited continuing education equal to five times the number of years the applicant held the inactive license. No application fee is required for the reinstatement of an active license pursuant to this subsection. The holder of an inactive license who returns to active status shall surrender the inactive license to the Board.

FAILURE TO RENEW AN INACTIVE LICENSE WILL CHANGE YOUR STATUS FROM INACTIVE TO LAPSED.

NOTE THE FOLLOWING: North Carolina General Statute 90-210.25(a)(5): “The holder of any license issued by the Board who shall fail to renew the same on or before February 1st of the calendar year for which the license is to be renewed shall have forfeited and surrendered the license as of that date.” **After February 1, 2017, there will be a \$50.00 reinstatement fee. Licenses must be reinstated to the same status held when forfeited. Licensees may also be subject to additional disciplinary action if found to have practiced without a license between January 1 and the date of renewal.**