

APPLICATION CHECKLIST AND INSTRUCTIONS FOR ADMISSION INTO THE PROVISIONAL FUNERAL DIRECTOR/EMBALMER PROGRAM

Texas Funeral Service Commission
333 Guadalupe St, Suite 2-110, Austin, TX 78701
Telephone: 512-936-2474 Email: info@tfsc.state.tx.us Website: www.tfsc.state.tx.us

SUBMIT THE FOLLOWING:

1) THE APPLICATION FOR ADMISSION INTO THE PROVISIONAL FUNERAL DIRECTOR and/or THE APPLICATION FOR ADMISSION INTO THE PROVISIONAL EMBALMER PROGRAM – This application will not be considered until all sections have been completed. If you answered yes to any question(s) #1 through #3 on page one (1) of the application, attach the following:

- a) Offense for which charged
- b) Offense for which convicted
- c) City, County, state of Conviction
- d) Name of court and Presiding Judge
- e) Copies of Final Judgment or Court Decree
- f) If incarcerated, provide the Name, Location, and Times for each Instance
- g) Name, Address and Phone Number for Probation or Parole Officer(s) Assigned
- h) Statement from Parole Officer or Probation Officer on your status of Parole or Probation
- i) Letters of Reference(s) and Recommendation(s) (not to include personal attorney)
- j) Statement of interest or intent of becoming a Funeral Director/Embalmer in Texas and why the Texas Funeral Service Commission should approve the request.

2) FEES –All fees are non-refundable. The fee for admission into the provisional licensing program is \$95.00 per license application. Make check or money order payable to the Texas Funeral Service Commission. Attach the fee to the application and submit to the Texas Funeral Service Commission. **Applications received without the fee and/or fees received without an application will not be processed until all required documents are received.**

3) PROOF OF ENROLLMENT OR GRADUATION FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE – Submit OFFICIAL/CERTIFIED transcript from the Mortuary School from which you have graduated or proof of enrollment from the Mortuary School in which you are currently enrolled.

4) FDIC LETTER OR EIC LETTER – Top of the page reads “Role and Responsibility of the Supervisor”. This form is located below the provisional embalming application located on our website at www.tfsc.state.tx.us under the licensing link.

PLEASE NOTE:

It is unlawful to practice funeral directing or embalming in the state of Texas prior to the issuance of a provisional license. Mortuary students may participate as necessary as the course of study dictates, but must do so under direct supervision of a licensed funeral director or embalmer.