



TEXAS FUNERAL SERVICE COMMISSION

O. C. "Chet" Robbins, Executive Director

RECIPROCAL LICENSING PROCEDURES

Dear Applicant:

To be considered for reciprocity to Texas from another state, an applicant must meet the following requirements:

- 1) Must have graduated from an accredited mortuary school/college;
- 2) Must have a license in good standing for a minimum of one year if issued in a state with substantially equivalent requirements; five years if issued in a state that does not have substantially equivalent requirements;
- 3) Must have had no felony convictions or misdemeanor convictions involving moral turpitude;
- 4) Must pass state examination relating to state Mortuary Laws; (minimum score 75)
- 5) Must have taken and passed the National Board Examination; (minimum score 75 on each section taken)

Certified copies of transcripts and National Board scores must be sent to the Commission before consideration for licensure will be made. The Texas Mortuary Law Exam must be taken and passed before a license will be issued. No consideration of licensure approval will be made until the Texas Funeral Service Commission has received all documentation and administrative paper work.

ALL APPLICANTS MUST SUBMIT TO AN FBI BACKGROUND CHECK PRIOR TO APPLICATION PROCESSING. INCLUDED IN THIS DOCUMENT IS THE FORM REQUIRED AND THE INSTRUCTIONS FOR THE SAME. FAILURE TO SUBMIT TO THE BACKGROUND CHECK WILL RESULT IN NO ACTION TAKEN FOR ANY APPLICATION SUBMITTED.

License fees are to be paid upon approval of the license.

Should you have further questions, please contact the agency.

Sincerely,

O. C. Robbins
Executive Director

Mailing Address:
P. O. Box 12217
Capitol Station
Austin, Texas 78711

Toll Free: (888) 667-4881
Tel: (512) 936-2474
Fax: (512) 479-5064
website: www.tfsc.state.tx.us

Physical Address:
333 Guadalupe Street
Suite 2-110
Austin, Texas 78701

**APPLICATION FOR RECIPROCAL FUNERAL DIRECTOR
AND/OR EMBALMER LICENSE**

Name _____ Sex _____

Maiden Name (If applicable) _____ Date of Birth _____
(mandatory)

AKA (Also known as) _____

Address _____
Street City State Zip

Social Security Number _____

Home Telephone _____ Work Telephone _____

You are now a resident of the State of _____ How Long? _____

Are you currently employed or offered a position in the State of _____

If so, name of establishment _____

Address: _____
Street City State Zip

Name of State you are currently licensed in _____ How Long? _____

What type of license do you hold in that state Funeral Director ____ Embalmer ____

Name of Mortuary Science Program where you graduated _____
Name of School

Year Graduated _____ Length of Course _____

Copy of Certified Transcript attached? Yes ____ No ____ If no, please explain

LICENSEE AFFIDAVIT

Length of Funeral Director Apprenticeship _____

Length of Embalmer Apprenticeship _____

List all licenses you currently hold:

State _____ License No. _____ Date Issued _____

State _____ License No. _____ Date Issued _____

State _____ License No. _____ Date Issued _____

Have you been convicted of a felony or misdemeanor? _____ If yes, please attach an explanation of the charge, sentence, and disposition. Copies may be requested if the Commission deems necessary.

AFFIDAVIT OF APPLICANT:

I hereby state under oath that my Funeral Director and/or Embalmer license has never been cancelled, suspended or revoked, placed on probation, and at the present time said license is in full force and effect. I further state there is no prosecution pending against me in any State or Federal Court for any felonious offense or misdemeanor and that I am the identical person to whom the license was originally issued, and that the statements contained herein are true and correct to the best of my knowledge. I hereby submit a certified copy of my college transcript from the accredited mortuary school listed above. By submitting this application, I am providing a full and complete release to the licensing authority to any and all records and documentation necessary to consider this application.

Signature: _____

Subscribed and sworn to before me this _____ day of _____, A.D.

Notary Public, in and for

(Notary Seal)

County State

After certification is complete, please mail to: Texas Funeral Service Commission, P.O. Box 12217, Austin, TX 78711.

CERTIFICATION
(Must be completed by Licensing Board)

State of _____

Name of Applicant _____

(1) License No. _____ (2) License No. _____

License Type: _____ License Type _____

Date Issued _____ Date Issued _____

Expiration _____ Expiration _____

Exam Average _____ Exam Average _____

Name of school licensee attended _____

Has licensee been current and in good standing for a period of five consecutive years with your State Board? _____

If NO, please explain _____

Has license ever been disciplined by your State Board? (revocation, suspension, probation, etc.) _____

If YES, please explain and attach copy of final decision _____

Are there any formal charges pending against this license? _____ If YES, please explain and attach copy of complaint. Additional comments _____

Acting on behalf of _____, I certify that the above information is true and correct based on the records of this Board.

(STATE BOARD

SEAL)

Official's Name

Official's Signature

Title

Date

After certification is complete, please mail to: Texas Funeral Service Commission, P.O. Box 12217, Austin, Tx. 78711



TEXAS MORTUARY LAW EXAM APPLICATION

Mail to: Texas Funeral Service Commission, P.O. Box 12217, Capitol Station, Austin, TX 78711

(\$50.00 NON-REFUNDABLE FEE)

Please Note: Fees will not be refunded if you register for the exam and fail to appear. A new application and fee will be required to reschedule for the examination.

ALL INFORMATION MUST BE SUPPLIED-INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Type of license applied for :

- Provisional Funeral Director and/or Embalmer OR Reinstatement of License
- Reciprocal Funeral Director and/or Embalmer

HAVE YOU TAKEN THIS EXAM BEFORE? IF YES, LOCATION AND DATE OF EXAMINATION:

Name _____

Sex _____

(Last)

(First)

(Middle)

Address _____ Telephone _____

(MANDATORY)

City _____ State _____ Zip _____

Date of Birth _____ Social Security # _____

(MANDATORY)

(MANDATORY)

What date and location are you scheduling your exam? _____

(MANDATORY)

APPLICATIONS MUST BE RECEIVED TEN DAYS PRIOR TO THE EXAMINATION DATE. APPLICATIONS RECEIVED LESS THAN TEN DAYS PRIOR TO EXAM WILL BE SCHEDULED FOR THE FOLLOWING MONTH. NO EXCEPTIONS! ROSTERS FOR THE EXAM WILL BE POSTED ON THE TFSC WEBSITE FIVE DAYS PRIOR TO THE EXAMINATION DATE.

I hereby certify that I am the above applicant and all information provided is true and correct.

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____, 2____.

Notary Public in and for _____

(Seal)

Out-of-State Applicants: Fingerprint Card Scan Authorization Form

Please print legibly and complete all fields in **Section 2 (Applicant Information)**
Mail this form, along with your completed fingerprint cards and a check for \$ 44.20 to:

IBT
1650 Wabash Avenue, Suite D
Springfield IL 62704

Checks payable to "IBT"

Section 1

Authorized Agency Information (To be completed by Requesting Agency)

Agency ORI TX923439Z Agency Name Texas Funeral Service Commission

Reason for fingerprinting Application for Licensure

Agency Assigned Applicant Number Not Applicable
(if required by Agency)

Original _____ TCN _____
(if resubmission for rejected prints)

Section 2

Applicant Information (To be completed by Applicant) – Please Print Legibly

Applicant Last Name _____ First Name _____ Middle Name _____
(please print)

Sex Male Female Race _____ Ethnicity _____ Skin Tone _____
(W, B, A, I, O) (Hispanic or Non-Hispanic)

Date of Birth _____ Height _____ Weight _____ Hair Color _____ Eye
Color _____
(feet and inches)

Place of Birth _____ Citizenship _____ Social Security No. _____
(state or country) (country)

DL / ID No. _____ State Issuing DL / ID No. _____

Home Address _____
Street Address City State Zip

Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks for Licensure

NOTE: A Texas Department of Public Safety (DPS)/FBI fingerprint criminal history record check that shows any criminal record of the applicant is valid for six (6) months only. If licensure is not obtained within six months, the applicant may be required to obtain a new DPS/FBI fingerprint criminal record check as a condition for licensure. Each type of license applied for with the Texas Funeral Service Commission (TFSC) requires a new DPS/FBI fingerprint criminal history record check unless the applicant already has one on file with the TFSC that is less than 18 months old and the record check on file shows that the TFSC did not issue an eligibility order or deny licensure to the applicant based on the applicant/licensee criminal record.

Required for Texas Applicants: Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the TFSC of who reside in Texas are required to obtain fingerprint criminal record checks through the Fingerprint Applicant Service of Texas (FAST). This is a DPS program that provides electronic capture and submission of your fingerprints. This is the fastest and highest quality option available. Applicants should complete the Applicant Information Section of the FAST form provided with the application packet available free of charge for download on the TFSC website. Then contact the FAST vendor, Integrated Biometric Technology (IBT), at 1-888-467-2080 or visit <http://www.ibtfingerprint.com> to schedule an appointment online at one of the 70 vendor sites in Texas. The vendor will collect the total payment of \$44.20. (Of this amount, \$34.25 is for Texas DPS and \$9.95 is for the vendor service.) The vendor forwards the electronic fingerprints to DPS.

An applicant for licensure may wish to complete his or her appointment for a fingerprint check before submitting an application for licensure to the TFSC to avoid any possible delay in processing their licensure application caused by the TFSC not receiving the criminal history report.

Required for Out-of-State Applicants: Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the TFSC who do not reside in Texas are required to obtain fingerprint criminal record checks for licensure.

Persons wishing to become licensed in Texas are encouraged to obtain their fingerprint criminal record check BEFORE they apply for licensure with the TFSC in order to avoid a delay in the processing of their license applications. The potential out-of-state applicant should make their request in writing to the TFSC to obtain the required out-of-state applicant fingerprint criminal record check packet. There is no charge for this fingerprint packet. The packet will include the fingerprint card to obtain the manual fingerprints, an instruction sheet about the process, a Texas scan card authorization form, and an envelope addressed to the Texas vendor, Integrated Biometric Technology (IBT). Per the instructions, the applicant must take the fingerprint card to a law enforcement agency in the applicant's state. Be prepared to pay a fee for having your

fingerprints inserted on the fingerprint card executed, as some agencies do charge a fee. The fingerprints must be taken by appropriately trained law enforcement official. The fingerprint card must also be signed by a law enforcement official in the appropriate block. Please follow the directions on this form and provide all information on the form EXCEPT: Your No.; FBI No.; Armed Forces No.; Miscellaneous No.; or Reason Fingerprinted.

After your fingerprints have been taken, please return the completed fingerprint card in the envelope provided, along with the completed Texas scan card authorization form, and a check or money order made payable to IBT in the amount of \$44.20, to IBT, 1650 Wabash Avenue, Suite D, Springfield, IL 62704. (Of this amount, \$34.25 is for Texas DPS and \$9.95 is for the vendor service.) The vendor forwards your digitized manual fingerprints to DPS.

If the TFSC receives an application for licensure from an out-of-state applicant to whom it has not previously sent a fingerprint packet and/or received a fingerprint criminal record on will be mailed the fingerprint packet in order that the applicant may obtain this mandated criminal record check as a requirement for licensure.