

Provisional Information

*Any individual submitting an application for a provisional license must include the **FDIC and/or EIC letter.** In addition, **the applicant** must provide proof from the mortuary college that you are currently enrolled or a certified graduate of that mortuary school or college. Proof of enrollment **does not include a copy of classes** but must be a letter from the school or college stating you are currently enrolled or provide a copy of your transcripts showing certification of official graduation. Failure to do so will cause a delay in your applications being processed until **ALL** required documents have*

ALL APPLICANTS MUST SUBMIT TO AN FBI BACKGROUND CHECK PRIOR TO APPLICATION PROCESSING. PAGE THREE OF 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.

All forms can be found on the TFSC website.

**TEXAS FUNERAL SERVICE COMMISSION
APPLICATION FOR REGISTRATION AS A PROVISIONAL FUNERAL DIRECTOR**

Mail to: PO Box 12217, Capitol Station, Austin, TX 78711

I hereby make application for registration as a provisional funeral director as provided by the law, rules and regulations of the Commission. **Enclosed is the \$95.00 non-refundable application fee.**

**Incomplete applications will not be processed and will be returned with no action taken.
All fields are "mandatory" and the requested information must be provided.
Application fees are non-refundable.**

Name _____ Date of Birth _____ SS# _____

Address _____
Street Address or P.O. Box (if P.O. Box is mailing address physical address is also mandatory)

City _____ State _____ County _____ Zip _____

Telephone number _____

Name, address and telephone number of funeral establishment where employed _____

Establishment license number _____

Name and License Number of Funeral Director in Charge(FDIC) _____

FDIC Signature _____

Have you completed your FBI fingerprint check? Yes _____ No _____ If yes, date taken _____

1) Have you ever been convicted of a felony, found guilty of or entered a plea of guilty or no contest to a felony?
_____ If yes, explain on attached sheet. _____ No

2) Have you ever been convicted of a misdemeanor, found guilty of or entered a plea of guilty or no contest to a misdemeanor?
_____ If yes, explain on attached sheet. _____ No

3) Have you ever been disciplined or sanctioned by any licensing, registration, or certification authority or organization?
_____ If yes, explain on attached sheet. _____ No

Name of High School _____ Date graduated/GED received _____

Name of mortuary school(s) currently enrolled in or attended _____

Name of mortuary school from which graduated/AAS conferred _____

All information provided on this application will be verified by the Texas Funeral Service Commission. Please be advised that falsification of any portion of this document could result in the denial of license issuance.

I hereby certify that I am an employee, on a steady and continuous basis, and will serve under the supervision of the licensees whose signatures appear on this application. I further certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my application may be denied.

Applicant Signature

Subscribed and sworn to before me this _____ day of _____
20_____.

(SEAL)

Notary Public in and for the State of Texas

My commission expires _____

CERTIFICATE OF CHARACTER AND EMPLOYMENT

This certifies that I am the Funeral Director in Charge of _____
funeral establishment and _____ is now in my employee. I
believe him/her to be of good moral character and I recommend him/her to the Texas Funeral
Service Commission as worthy to be licensed as a provisional funeral director.

Signature

Date

For Texas Applicants (not for Out of State Applicants):

This document is your **FAST Pass** to be fingerprinted for a TX criminal history record check. You must schedule a fingerprint appointment by visiting www.ibtfingerprint.com or by calling 1-888-467-2080.

You may pay for **FAST** services online with a credit card or onsite with a check or money order only.

Your fingerprints will be submitted to the TxDPS/FBI with results delivered to this agency within one week.

1. Logon to www.ibtfingerprint.com and select **Texas**
2. After Language option, select: **All Others** for Reason Fingerprinted
3. Select: **Option A-Electronic Submission**
4. Select: **Yes I have a FAST Pass**
5. Enter: **TX923439Z** when prompted for Agency Number/ORI
6. Follow the prompts to enter your personal information and select service location, date and time.
7. Bring this completed form with you to your appointment.

Section One: Agency Information

Agency/ORI: **TX923439Z** Agency Name: Texas Funeral Service Commission

Reason for Fingerprinting: Applicant for licensure

Agency Assigned Applicant number N/A Original TCN _____
(If required by Agency) (If resubmission for rejected fingerprints)

Section Two: Applicant Information (To be completed by Applicant)

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

Section 3: Service Center Information (To be completed by FAST Live Scan Operator)

Date Prints Taken _____ Amount Charged For Service **\$44.20**

Paid by: Check Money Order Visa MasterCard Billing Acct _____

TCN _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

Printed Name of
LSO: _____

Signature of LSO: _____

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.