

Texas Funeral Service Commission Reciprocal License Guidelines

To be considered for license reciprocity to Texas from another state, the following guidelines must be met:

- Completed Application (attached)
- Completed Licensee Affidavit (attached)
- Completed Licensing Board Certification (attached) that shows the out of state license is in good standing for a minimum of one year if issued in a state with substantially equivalent requirements or for five years if issued in a state that does not have substantially equivalent requirements,
- Transcripts from an accredited mortuary school/college showing graduation,
- Completed FBI background check that show no felony convictions or misdemeanor convictions involving moral turpitude within in previous 10 years, and
- Passage of the Texas Mortuary Law Exam with a score of 75 or better.

No consideration of licensure approval will be made until the Commission has received all necessary documentation and administrative paperwork. License fees must be paid upon approval of the application in order for the license to be issued.

For further questions, contact the Commission at 888-667-4881 or 512-936-2474.

**Texas Funeral Service Commission
Application for Reciprocal License
Funeral Director/Embalmer**

Name _____
Last First Middle Maiden/other

Social Security _____ Birthdate _____ Sex _____

Mailing Address _____
City State Zip Code

Residence Address _____
City State Zip Code

Telephone-Business _____ Home/Cell _____

Are you currently employed or offered a position in the State of Texas? Yes ___ No ___

If yes, name of establishment _____

Address of Establishment _____

LICENSE HISTORY-List all funeral director/embalmer licenses held.

Licensing State	License#	Type	Issue Date	Expiration date	Status
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Length of Funeral Director apprenticeship _____

Length of Embalmer apprenticeship _____

Mortuary School Program where Graduated _____

Year Graduated _____ Length of Course _____

Copy of Certified Transcript attached? Yes _____ No _____

If no, please explain: _____

**Mail completed Application to:
Texas Funeral Service Commission, PO Box 12217, Austin, Texas 78711**

**Texas Funeral Service Commission
Reciprocal Licensee Affidavit**

Length of Funeral Director Apprenticeship _____

Length of Embalmer Apprenticeship _____

List all licenses currently held:

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. Additional information may be requested if the Commission deems necessary.

AFFIDAVIT OF APPLICANT:

I _____ (print name) 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

**Mail Completed Affidavit to
Texas Funeral Service Commission, P.O. Box 12217, Austin, TX 78711**

**Texas Funeral Service Commission
Reciprocal Certification
(To be completed by State 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 licensee 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 the license? _____ If YES, please explain and attach copy of complaint _____

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

**Please mail Completed Certification to:
Texas Funeral Service Commission, P.O. Box 12217, Austin, Texas, 78711**

Instructions for Obtaining Fingerprint Criminal Record Checks 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.

A 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.

A person wishing to become licensed by the TFSC is encouraged to obtain his/her fingerprint criminal record check BEFORE applying to be licensed by the TFSC in order to avoid a delay in the processing of a license application.

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.

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

An out-of-state applicant should make his/her 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. The fingerprint card must 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, the TFSC will mail the fingerprint packet so that the applicant may obtain this mandated criminal record check prior to licensure.



For In-State Applicants (Texas Residents Only):

This document is your *FAST Pass* to be fingerprinted for a Texas 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: Application 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: _____



FAST

Fingerprint Applicant Services of Texas

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

Make checks payable to "IBT"

Section One: 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 N/A Original TCN _____
(if required by Agency) (if resubmission for rejected prints)

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

