

**Texas Funeral Service Commission
Funeral Director
Application Checklist & Instructions**

Read all requirements and instructions carefully.

- This application is open only to a person who previously held a provisional license in Texas within the 24 months prior to filing this application.
- A minimum of 45 cases is required, 10 of which must have been complete cases. A complete funeral directing case consists of all major actions from the time of first call through interment or other disposition of the body.
- The case report logs must be signed by the person who supervised the case and the FDIC.

In order to be considered for licensure, please submit the following:

- APPLICATION FOR FUNERAL DIRECTOR LICENSE. All sections must be complete. If you answered yes to either question 1 or 2 on page one of the application, complete the “Criminal History Questionnaire for Applicants” Form and submit all requested information.
- FEE. The application fee is \$95.00. Make check or money order payable to the Texas Funeral Service Commission. **Application fees are non-refundable.**
- PROOF OF GRADUATION FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE. Submit official/certified transcript from the Mortuary School from which you graduated.
- FBI BACKGROUND CHECK.
- TEXAS MORTUARY LAW EXAM SCORE AND DATE TAKEN. Under Tex. Admin. Code, Title 22, Part 10, Rule 203.1(3), an applicant must *re-take* and pass the State Mortuary Law Exam, upon application for full licensure.
- NATIONAL BOARD EXAMINATION SCORE. Submit official scores from The International Conference of Funeral Service Examining Boards for either National Board Examination – Arts OR State Board Examination – Arts.
- CASE LOGS. Submit copies of case report logs showing 45 total cases. Cases must be signed by person who supervised the work and the FDIC of the establishment.

Incomplete applications or applications submitted without fees will not be processed and will be returned to the applicant with no action taken.

NOTE: It is unlawful to practice funeral directing in the state of Texas without a valid funeral director’s license.

Texas Funeral Service Commission Funeral Director Application

All fields are mandatory and incomplete applications will not be processed.

Name _____ Date of Birth _____ SSN _____

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

City State County Zip Telephone Number

Provisional Funeral Director License # _____ Date Expired _____

High School _____ Date graduated/GED received _____

Mortuary School _____ Date Graduated _____

Date of Mortuary Law Exam _____ Score _____

Date of National (State) Board Exam – Arts _____ Score _____

NOTE: The Commission only retains provisional license files for 12 months after the provisional license was cancelled. Even if you had previously submitted any information, you must resubmit the information for the application to be considered.

Have you completed a 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? YES ___ 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? YES ___ NO ___
3. I have previously appeared before the Commission regarding convictions. YES ___ NO ___

If you answered yes to questions 1 or 2, complete the “Criminal History Questionnaire for Applicants” Form and submit all requested information. Your application for licensure will not be considered until this form and requested information is received.

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.

Please check boxes below to affirm statements, sign and have document notarized.

- I certify 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 _____

Mail completed Application to:

**Texas Funeral Service Commission
PO Box 12217
Austin, Texas 78711**

Instructions for Obtaining Fingerprint Criminal Record Checks for Licensure

ORI Funeral Commission's Service Code - - 11G72Y

IN-STATE APPLICANTS

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
 - To schedule an appointment over the Internet (quickest method):
 - a. Begin the process at this link:
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
 - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
 - To schedule an appointment over the telephone:
 - a. Have your Service Code ready (**11G72Y**), then call **888.467.2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11G72Y**);
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
 - If you plan on bringing a form of identification other than a valid (unexpired) Texas Driver's License, please refer to the Department of Public Safety's acceptable document types here:
<http://www.tl enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
 - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
 - **Do not throw away the receipt!**
 - You may check status on your submission by clicking on this link
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

OUT OF STATE APPLICANTS

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
 - a. To pre-enroll over the Internet (quickest method):
 - Begin the process at this link: <https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
 - On the next screen, click the “*Pay for Ink Card Submission*” button and complete all required fields on the following page
 - Complete payment screen
 - Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information
 - b. To pre-enroll over the telephone:
 - Have your Service Code ready (**11G72Y**), then call **888.467.2080**
 - Inform the MorphoTrust representative that you wish to pre-enroll for a “hard card submission”
 - Once payment is complete a summary confirmation document will be emailed to you
 - Print the confirmation document and complete by signing the waiver and filling in contact information
2. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: **Funeral Commission TX923439Z**. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card
3. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check the status by clicking: <https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



IdentoGO
By MorphoTrust USA

Texas Fingerprint Service Code Form

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080