



ALTERNATIVE Funeral Director Application Checklist & Instructions

If you are exiting directly from the provisional program, this application is NOT for you.

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 that has been set to NULL & VOID or CANCELLED.
- Has already successfully performed 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 last case performed must not be more than 24 months old.
- The case report logs must be completed and each case 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 \$93.00.** Make check or money order payable to the Texas Funeral Service Commission (credit cards not accepted). **Application fees are non-refundable.**
- PROOF OF GRADUATION FROM HIGH SCHOOL OR GED CERTIFICATES**
Submit official/certified transcript from high school from which you graduated or GED certificates.
- PROOF OF GRADUATION FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE.**
Submit official/certified transcript from the Mortuary School from which you graduated.
- 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 with 10 completes. Each case must be signed by person who supervised the work and the log must be signed by the FDIC of the establishment. The last case performed must not be more than 24 months old.
- FBI BACKGROUND CHECK.** Due to DPS security policies, once your application and fee has been received, staff will email you with the instructions on obtaining your background check. Please make sure you submit your application with a **valid & legible** email address as this is where the instructions will be sent.

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.



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1025

F# _____

For agency use ONLY

ALTERNATIVE Funeral Director Application

\$93.00 non-refundable application fee.

This application is only for those not exiting directly from the provisional program.

All information is required. Incomplete applications will not be processed and WILL be returned.

Provisional Funeral Directors License # _____ Date Expired _____

Name _____
(MAIDEN NAME)

Date of Birth _____ SSN _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____
(Must be LEGIBLE)

High School _____ Date graduated/GED received _____

Mortuary School _____ Date Graduated _____

Date of Mortuary Law Exam (must be within the last 6 months) _____ Score _____

Date of National Board Exam – Arts _____ Score _____

- Date requested from the International Conference: _____

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.

CRIMINAL HISTORY

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.

Please check boxes below to affirm statements and sign.

- 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

Date

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.

Mail Completed Application and Fee to:
Texas Funeral Service Commission
333 Guadalupe St., Suite 2-110
Austin, Texas 78701