

## **Texas Funeral Service Commission Funeral Director/Embalmer License Online Registration**

Online Registration/Renewal Starts Here:

<https://vo.licensing.hpc.texas.gov/datamart/login.do>

Currently the online registration/renewal system will only support Internet Explorer v7 and v8 and FireFox v2 and v3. Other versions of these browsers and all other browsers will not work.

Before renewing a license online, a licensee must first register an account with the online renewal application system. This registration is a one-time only process. Once an account is created, it will not be necessary to re-register for the next renewal.

**It is your responsibility to keep up with your online user id and password. Write it down and keep it in a secure location!**

Instructions for Registering an Account with the Online Renewal Application System:

- Click the “*Begin Here for Sign-Up*” link under the New User blue box on the left.
- Create a UserID with a current email address.
- Log in with the temporary password sent to the email address
- After the initial log in using the temporary password, the system will prompt for a new password

### **STEP 1:**

Are you currently License? “YES”

Click the blue “Next” button;

Board: Select “Board of Texas Funeral Service Commission” from the drop down menu.

License Type: Select “Funeral Individual/Provisional” from the drop down menu.

Click the blue “Next” button;

### **STEP 2:**

Please enter the following information: (If any of the information entered does not match the data currently on file with TFSC, a licensee will not be able to establish an account.)

- License number
- Social Security Number (no dashes)
- Date of Birth (mm/dd/yyyy)

Enter the characters in the box for security measures.

Click the blue “Next” button.

### **STEP 3:**

Confirm the information is correct and select the correct answer

Click the blue “Next” button

Once an account is successfully registered, please see the next page for online renewal information.

## **Texas Funeral Service Commission Funeral Director/Embalmer License Online Renewal**

Without a current license, a licensee may not practice legally in Texas. Licensees should submit their renewals in a timely manner so that they receive their new license prior to the expiration of their licenses.

If your license is up for renewal, you should see “*It’s Time to Renew!*” if you have an open renewal.

A licensee is eligible for online renewal if:

- The license has not been expired for more than one year;
- The licensee has a US address on file;
- The licensee has obtained the required number of continuing education credits\*

Your license renewal **will not** approve if you have any of the following issues:

- In default on a guaranteed student loan (Contact TG);
- In default of any court-ordered child support payments;
- The licensee has been convicted of a felony since your last renewal;
- The licensee is not current on administrative penalty/fine payments.

If you do not meet the conditions listed above, you are ineligible to renew online and must submit a paper renewal form, fees and other required documentation by mail.

If you are eligible to renew online, follow the steps through the payment screens to complete your renewal.

\* Continuing Education Hours are not required for renewal if a licensee has held an initial license for less than a full year or if a licensee is Retired/Inactive or Disabled/Inactive. In these instances, enter the following information for the continuing education fields:

- Enter “Exempt” in the Course Title field.
- Enter “0” in the Course Number field.
- Enter “0” in the Provider Number field.
- Enter “0” in the Number of Hours field.
- Enter the date in the Course Date field.