

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 that is sent to the email address that is used for the userid.
- 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 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's status is Retired (65+ years of age) or Disabled (considered 75%+ or more disabled).

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.