



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) showing 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. Must be submitted by State Board.
- Transcripts from an accredited High School showing graduation date or Copy of GED certificate from the Texas Education Agency
- Transcripts from an accredited mortuary school/college showing graduation date and degree awarded
- Passing National Board Scores of 75%+
- Passage of the Texas Mortuary Law Exam with a score of 75% or better within the last 6 months.

Once the Commission has received your Reciprocal Application

- Completed FBI background check – Due to DPS security policies, once the Commission has received your reciprocal application, staff will send you an email with the instructions on how to obtain your background.

Consideration of licensure approval will NOT be made until the Commission has received all necessary documentation and administrative paperwork.

Upon approval of your application, you will receive an email requesting reciprocal license fees to be mailed to the Commission. Licensing fees received prior to approval, will be returned!

For further questions, you may contact Nikki Smith at nikki@tfsc.texas.gov.

Please Mail Completed Application and Affidavit to:

Texas Funeral Service Commission
333 Guadalupe St., Suite 2-110
Austin, Texas 78701



RECIPROCAL Funeral Director/Embalmer License Application

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

Applying for: Funeral Director _____ Embalmer _____ Dual License _____

Name _____
Last First M MAIDEN

Social Security _____ Birthdate _____

Mailing Address _____
City State Zip

Residence Address _____
City State Zip

Phone _____

Email Address: _____
(Must be LEGIBLE)

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

If yes, Name of Establishment _____

License Number of Establishment _____

Address of Establishment _____

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

Licensing State	License#	Type	Issue Date	Expiration date	Status
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Length of Funeral Director apprenticeship _____

Length of Embalmer apprenticeship _____

Mortuary School _____ Year Graduated _____

Copy of Certified Transcript sent to TFSC ? Yes _____ No _____

MILITARY

Are you an active military service member, military veteran, or spouse of an active military service member? Yes _____ No _____



Reciprocal Licensee Affidavit

Name: _____

Length of Funeral Director Apprenticeship _____

Length of Embalmer Apprenticeship _____

List all licenses currently or previously held:

State _____ License No. _____ Date Issued _____

State _____ License No. _____ Date Issued _____

State _____ License No. _____ Date Issued _____

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 ___

If you answered yes to either question, 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.

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

Date

Please Mail Completed Application and Affidavit to:

Texas Funeral Service Commission
333 Guadalupe St., Suite 2-110
Austin, TX 78701

Updated 09/15/2021



Reciprocal Certification

(To be completed by State Licensing Board)

State of _____

Name of Applicant _____

Please check one: **Funeral Director** _____ **Embalmer** _____ **Dual** _____

(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.

Official's Name

Official's Signature

Title

Date

(State Board Seal)

Email of person completing the form: _____

Please Email Completed Certification to:

nikki@tfsc.texas.gov

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