

How To Apply Online For a Provisional License Upgrade

The online licensing system link is found here:

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

If you do not have an online account, Check the “How to create an online account” guide.

Welcome to the Online Licensing System | [FAQ](#) | [Public Search](#) | [Contact Us](#)

Returning User
"*" are required.
*User ID:
*Password:
*Click the white Checkbox next to "I'm not a robot"
 I'm not a robot  reCAPTCHA
Privacy - Terms

[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)
 New Users must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

Public Search
It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

Sign-up and manage your licenses
Apply for New License: To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.
Renew or Maintain Your License: To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.
Maintenance Window: Click [here](#) to see our upcoming maintenance schedule

Enter the requested information. NOTE – It is important to use an email address that you will always be able to access. Do not use work or school email addresses unless it will be yours in perpetuity. If you lose access to the email you will not be able to reset your password when it expires and will not be able to get into your account.

If the security measures section does not display the characters you should cancel the application and use a different web browser. Internet Explorer encounters this issue most often.

Once you have successfully logged on, you will see the Quick Start Menu. Under "Manage your license information," select "Upgrade to Individual."

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

■ Manage your license information

Provisional #119644	<Choose Application>	Select
Provisional #119645	<Choose Application>	Select

License Information [Show Details](#)

Name: LAURA MCLAUGHLIN-SMITH
License Number: #119644
License Type: Provisional

License Information [Show Details](#)

Name: LAURA MCLAUGHLIN-SMITH
License Number: #119645
License Type: Provisional

Read the Upgrade to Individual - Introduction

Introduction

- Function Suitability
- Name and Personal Details
- Contact Information
- Summary (pre-fees)

Upgrade to Individual - Introduction

This option is only for those who are NOT fully licensed. If you hold an individual full license, please upgrade to dual from your individual license drop-down selection.

Only provisional applicants who have passed the National Board Scores, Completed the 45 cases, and graduated from Mortuary school are eligible for the upgrade to individual application.

Congratulations on your achievement! This means you have completed the requirements to exit out of the Provisional Program.

Rule §203.8 - Continuing Education
(i) Exemptions:
(1) An individual whose renewal date is 12 months or less following initial licensure is not required to obtain continuing education hours prior to renewal of the license. An individual whose renewal date is more than 12 months following first licensure is required to complete the mandatory continuing education outlined in subsection (f) of this section.

Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel App](#)

Answer the questions and click Next.

Introduction	Upgrade to Individual - Function Suitability Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.						
Function Suitability							
Name and Personal Details							
Contact Information							
Summary (pre-fees)							
<table border="1"><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>Are you trying to renew your License?</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr><tr><td>Are you upgrading your Provisional license to an Individual license?</td><td><input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table>		Question	Answer	Are you trying to renew your License?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Are you upgrading your Provisional license to an Individual license?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Question	Answer						
Are you trying to renew your License?	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Are you upgrading your Provisional license to an Individual license?	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Previous Next Cancel							

Confirm your name and personal details on the next two screens. If you need to make changes to this information, click Cancel App and update your profile. If not, click Next

Introduction	Upgrade to Individual - Name and Personal Details Enter your personal details and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
Function Suitability	
Name and Personal Details	
Contact Information	
Summary (pre-fees)	
First Name: LAURA Second Name: Last Name: MCLAUGHLIN-SMITH Suffix: Social Security Number: ***** Date of Birth: 01/01/1990 (mm/dd/yyyy) Gender: Race:	
Previous Next Cancel App	

Introduction	Upgrade to Individual - Contact Information Press "Continue" to go to next page. Press "Previous" if you do not want to save your changes. Press "Delete" to delete this address. If Copy Button is available. Press "Copy" to copy a previously entered address. Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
Function Suitability	
Name and Personal Details	
Contact Information	
Summary (pre-fees)	
<div style="border: 1px solid black; padding: 5px;"><p>☐ Main Address</p><p>* Is this your Home Address? <input type="radio"/> Yes <input type="radio"/> No</p><p>Street Number: <input type="text" value="1801"/></p><p>* Address: <input type="text" value="CONGRESS AVE STE 11-800"/> <input type="text"/> <input type="text"/></p><p>* Zip Code: <input type="text" value="78701"/></p><p>* City: <input type="text" value="AUSTIN"/></p><p>* State: <input type="text" value="TEXAS"/></p><p>* County: <input type="text" value="TRAVIS"/></p><p>* Country: <input type="text" value="United States"/></p><p>Phone Number: <input type="text"/> (999) 999-9999</p><p>Extension: <input type="text"/></p><p>* E-mail: <input type="text" value="laura@tfsc.texas.gov"/></p><p>Contact #: <input type="text"/></p><p>Web Address: <input type="text"/></p></div>	
Previous Next Cancel App	

You will see the Application Summary. Click Submit.

Introduction	Upgrade to Individual - Application Summary																														
Function Suitability	Review the data and press "Submit" to submit this application.																														
Name and Personal Details	Press "Previous" to return to the previous section.																														
Contact Information	Press "Cancel" to cancel this application and return to the main menu.																														
Summary (pre-fees)																															
	<table border="1"><tr><td>Application</td><td>License Type: Provisional</td><td>Application Date: 01/23/2024</td></tr><tr><td>Personal Details</td><td>Full Name: LAURA MCLAUGHLIN-SMITH</td><td>Edit</td></tr><tr><td></td><td>Social Security Number: *****</td><td></td></tr><tr><td></td><td>Birthdate: **/**/****</td><td>Gender: Race: </td></tr><tr><td>General Addresses</td><td>Main Address: 1801 CONGRESS AVE STE 11-800 AUSTIN, TEXAS TRAVIS 78701 US</td><td>Edit</td></tr><tr><td></td><td>Is this your Home Address? Yes</td><td></td></tr><tr><td></td><td>Phone Number: </td><td></td></tr><tr><td></td><td>E-mail: laura@tfsc.texas.gov</td><td></td></tr><tr><td></td><td>Contact #: </td><td></td></tr><tr><td></td><td>Web Address: </td><td></td></tr></table>	Application	License Type: Provisional	Application Date: 01/23/2024	Personal Details	Full Name: LAURA MCLAUGHLIN-SMITH	Edit		Social Security Number: *****			Birthdate: **/**/****	Gender: Race: 	General Addresses	Main Address: 1801 CONGRESS AVE STE 11-800 AUSTIN, TEXAS TRAVIS 78701 US	Edit		Is this your Home Address? Yes			Phone Number: 			E-mail: laura@tfsc.texas.gov			Contact #: 			Web Address: 	
Application	License Type: Provisional	Application Date: 01/23/2024																													
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	Phone Number: 																														
	E-mail: laura@tfsc.texas.gov																														
	Contact #: 																														
	Web Address: 																														
	Previous Submit Cancel App																														

Complete the Attestation. and click Submit

Introduction	Upgrade to Individual - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Name and Personal Details	Press "Submit" to continue.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Summary (pre-fees)	
	<p>By checking here I attest to the fact the information on this form, as well as the information on any attachment(s) sent to the Texas Funeral Service Commission, associated with submittal of this renewal, is true and correct. I understand that providing false or incorrect information may constitute a violation of the Rules and Regulations and may be grounds for revocation, suspension, penalties, or refusal to issue or renew the individual or provisional license.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
	Previous Submit Cancel

You have completed the Upgrade to Individual Application. Click Return.

On the Quick Start Menu, under View Application Status, click Details.

View Application Status		
Board of Texas Funeral Service Commission - Upgrade to Individual	Status: Open	Details

On the pop up screen, click Submit Document(s). You will need to upload your Exit Checklist and Provisional Licensee Reporting Forms.

Submission Date	01/23/2024
Application Name	Upgrade to Individual
Application Number	126129
Status	Open
Deficiencies	
Notes	

[Submit Document\(s\)](#) [Done](#)

Upload your documents, click Attach. You may upload multiple files. Once all documents have been uploaded, click Submit.

Upgrade to Individual - Subsequent Attachments - 126129

Locate a file with "Browse" button and press "Attach" or "Remove" as is required.
Press "Submit" to submit the subsequent documents.
Press "Cancel" to return to the main menu.

* File Name: Reporting Sample.pdf

Notes:

[Attach](#) [Submit](#) [Cancel](#)

Upgrade to Individual - Subsequent Attachments - 126129

Locate a file with "Browse" button and press "Attach" or "Remove" as is required.
Press "Submit" to submit the subsequent documents.
Press "Cancel" to return to the main menu.

Files Uploaded		
Reporting_Sample.pdf	Funeral Director Exit Checklist and Reporting Forms	View Remove

Total Size of Attached Files: 283389

* File Name: No file chosen

Notes:

[Attach](#) [Submit](#) [Cancel](#)

You are done! A staff member will review your documents and follow up with you.

Subsequent Attachments Success

Thank you for submitting the additional documents to support application # 126129 of application type Upgrade to Individual .
Click on "Done" to return to the Quick Start Menu.

Done