

How to Renew Online Crematory

The online system link is found here:

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

1. Logging to the Online Licensing System



Texas Behavioral Health Executive Council
Texas Board of Professional Geoscientists
Texas Funeral Service Commission
Texas Optometry Board
Texas State Board of Dental Examiners
Texas State Board of Pharmacy
Texas State Board of Plumbing Examiners

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 
[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

This website is the property of the State of Texas. Unauthorized attempts to upload information or change information are strictly prohibited and may be punishable under the Texas Penal Code Chapters 33 (Computer Crimes) or 33A (Telecommunications Crimes).
Details about information collected on individuals and the process to correct incorrect information may be found on each of the agency's websites.

Logging In Issues/Technical Support: [Contact Us](#)
Payment Issues: 877-452-9060
Browser Compatibility Minimum: IE v9, Firefox v27, Chrome v12.X (NO hand-held devices)
Maintenance Window: Sunday 7pm - 10pm CST

 Secure System

Copyright 2015 Iron Data Version:2.11.10.586

2. Under the It is time to Renew click “Select”. (If your license is not listed, you will need to add the license to registration). ك

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.

■ It is time to Renew!

Crematory #: [REDACTED] Renew **Select**



3. Select Next

Introduction

Active Individual Renewal - Introduction


Welcome to the Texas Funeral Service Commission Online License Renewal Application. In addition, please have your continuing education certificates and information available for insertion when prompted. Payment may be made by credit card only, ACH is no longer accepted.

Press "Next" to continue.

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

Introduction
Name and Personal Details
Contact Information
Continuing ED
Criminal History
Summary (pre-fees)

Next **Cancel App**



4. Verify the Organization Name. ك

Introduction

Renew - Name and Organizational Details

After confirming the name of the Establishment Press "Next" to continue.

Press "Previous" to return to the previous screen.

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

Organization Name: [REDACTED]


Tax Number Type: [REDACTED]

Tax Number: [REDACTED]

Entity Type: [REDACTED]


Introduction
Name and Organizational Details
Contact Information
Owner Information
Compliance History
Crematory Operator
Summary (pre-fees)

Previous **Next** **Cancel App**




5. Verify the Contact Information.

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Introduction	Renew - Contact Information
Name and Organizational Details	If the mailing address or email address listed below is incorrect, please make the appropriate changes.
Contact Information	Press "Continue" to go to next page.
Owner Information	Press "Previous" if you do not want to save your changes.
Compliance History	Press "Delete" to delete this address.
Crematory Operator	If Copy Button is available. Press "Copy" to copy a previously entered address.
Summary (pre-fees)	Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
	<input type="checkbox"/> Mailing Address
	<input type="checkbox"/> Is this your Home Address? <input type="radio"/> Yes <input type="radio"/> No
	Street Number: <input type="text" value="1801"/>
	Address: <input type="text" value="Congress Ave"/>
	<input type="text"/>
	<input type="text"/>
	Zip Code: <input type="text" value="78701"/>
	City: <input type="text" value="AUSTIN"/>
	State: <input type="text" value="TEXAS"/>
	County: <input type="text" value="TRAVIS"/>
	Country: <input type="text" value="United States"/>
	Phone Number: <input type="text" value="(512) 936-2474"/> (999) 999-9999
	Extension: <input type="text"/>
	E-mail: <input type="text" value="none@none.com"/>
	Contact #: <input type="text"/>
	Web Address: <input type="text"/>
	<input type="checkbox"/> Inspection Site
	
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>

6. Answer the following question. If you have any questions, please email Licensing@tfsc.texas.gov

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Introduction	Renew - Information
Name and Organizational Details	Owner Information
Contact Information	If the Owner name listed below is not your current owner you may not continue with the online renewal process. Please contact the agency at 512-936-2474 or email .
Owner Information	Name <input type="text" value="REDACTED"/>
Compliance History	
Crematory Operator	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>
Summary (pre-fees)	

7. Answer the Compliance History Questionnaire. ك


Introduction	Renew - Information
Name and Organizational Details	
Contact Information	
Owner Information	
Compliance History	
Crematory Operator	
Summary (pre-fees)	

Compliance History
Compliance History
* 1. Within the last 12 months has the establishment been the subject of administrative action by the Commission?
* 2. Has your establishment been granted a records exemption pursuant to Commission Rule 203.23

Previous **Next** **Cancel App**

8. Fill out the Crematory Operator information. ك

Introduction	Renew - Information
Name and Organizational Details	
Contact Information	
Owner Information	
Compliance History	
Crematory Operator	
Summary (pre-fees)	

Crematory Operator
If the individual listed below is no longer the primary Crematory Operator, please make the appropriate changes.
* Name
Cert Number

Previous **Next** **Cancel App**

9. Verify the following information.

Introduction	Renew - Application Summary Review the data and press "Submit" to submit this application. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
Name and Organizational Details	
Contact Information	
Owner Information	
Compliance History	
Crematory Operator	
Summary (pre-fees)	

Application	License Type: Crematory Application Date: 02/11/2024
Organization Detail:	Organization Name: <input type="text"/> Edit Tax Number: <input type="text"/> Type: <input type="text"/> Tax Number: <input type="text"/>
General Addresses	Mailing Address: 1801 Congress Ave AUSTIN, TEXAS TRAVIS 78701 US Edit Is this your Home Address? Yes Phone Number: (512) 938-2474 E-mail: none@none.com Contact #: <input type="text"/> Web Address: <input type="text"/> Inspection Site: <input type="text"/> Phone Number: <input type="text"/> E-mail: <input type="text"/>
Owner Information	Name: <input type="text"/> Edit
Compliance History	1. Within the last 12 months has the establishment been the subject of administrative action by the Commission? No 2. Has your establishment been granted a records exemption pursuant to Commission Rule 203.23 No Edit
Crematory Operator	Name: <input type="text"/> Edit Cert Number: <input type="text"/>

Previous **Submit** **Cancel App**

10. Answer the following attestation question.

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Introduction	Renew - Attestation Press "Previous" to return to the previous section. Press "Submit" to continue. Press "Cancel" to cancel this application and return to the main menu.
Name and Organizational Details	
Contact Information	
Owner Information	
Compliance History	
Crematory Operator	
Summary (pre-fees)	

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 establishment license.

Yes
 No

Previous **Submit** **Cancel**

11. Fee and Summary report

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Deficiencies that are currently associated with your online application may be listed below.

You are required to pay the amount below for your application to be processed.

Press "Pay Now" to proceed to the fee payment page.



Fees

Total Amount Due: \$:

Deficiencies

1. Insufficient money received

[Fix](#) [Pay Now](#) [View PDF Summary Report](#)



12. Payment Feeك

Online Application Payment



Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
39	Renew		Funeral - Crematory		\$1057.00

Payment Method Credit Card

[Next](#) [Main Menu](#)



13. Confirm Payment details


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Confirm Payment Details

Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
39	Renew		Funeral - Crematory		\$1057.00
Total					\$1057.00

Payment Method: Credit Card


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

14. You will be redirected to the payment processor. Enter the customer information in the required fields then click "Next".

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *

First Name * Last Name *

Address *


Address 2

City * State *

ZIP/Postal Code *

Phone Number

Email *


[Next >](#)

Payment Information