

How to Renew Online Establishment

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

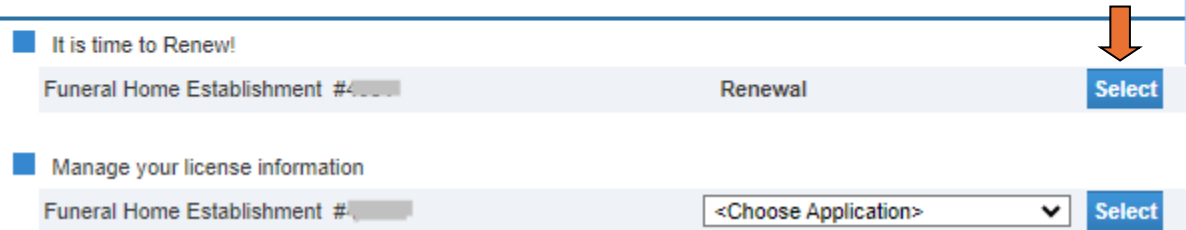
2. Under the It is time to Renew click “Select”. (If your license is not listed, you will need to add the license to registration).

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.



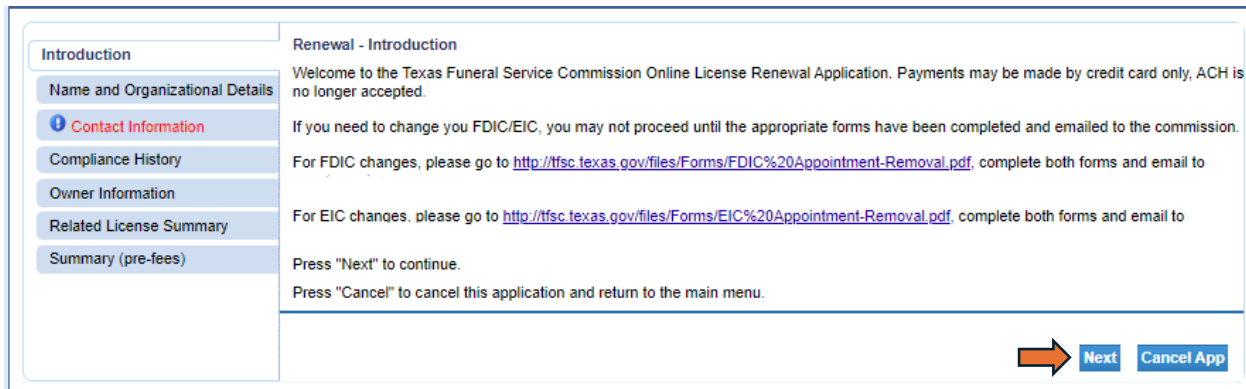
■ It is time to Renew!

Funeral Home Establishment #40000 Renewal **Select**

■ Manage your license information

Funeral Home Establishment #, <Choose Application> **Select**

3. Select Next



Introduction

Renewal - Introduction

Welcome to the Texas Funeral Service Commission Online License Renewal Application. Payments may be made by credit card only, ACH is no longer accepted.

If you need to change you FDIC/EIC, you may not proceed until the appropriate forms have been completed and emailed to the commission.

For FDIC changes, please go to <http://tpsc.texas.gov/files/Forms/FDIC%20Appointment-Removal.pdf>, complete both forms and email to

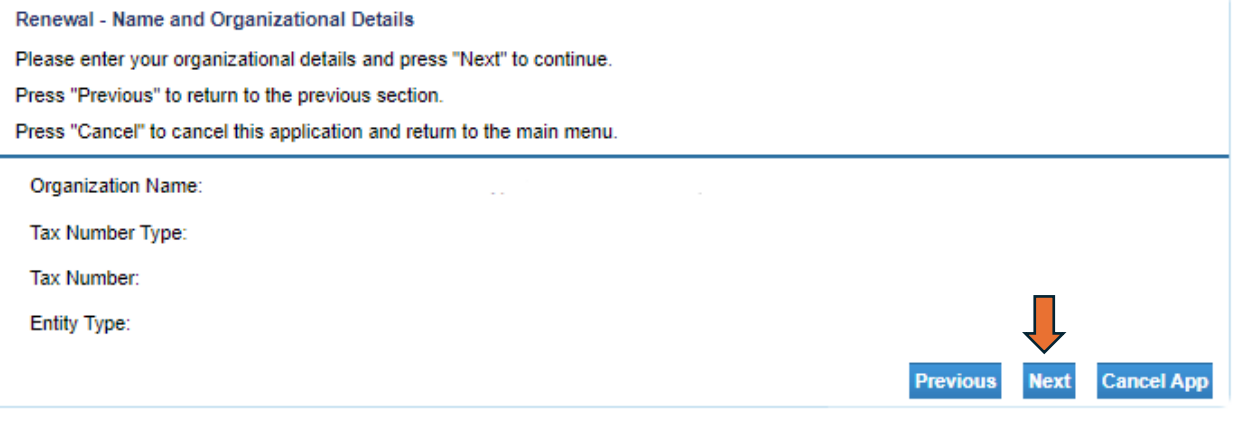
For EIC changes, please go to <http://tpsc.texas.gov/files/Forms/EIC%20Appointment-Removal.pdf>, complete both forms and email to

Press "Next" to continue.

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

Next **Cancel App**

4. Verify the Organization Name.



Renewal - Name and Organizational Details

Please enter your organizational 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.

Organization Name:

Tax Number Type:

Tax Number:

Entity Type:

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

5. Verify the Contact Information.

Renewal - Contact Information

If the below mailing address or email address is incorrect, please make the appropriate changes.

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.

Mailing Address

• Is this your Home Address? Yes No

Street Number:

• Address:

Zip Code:

• City:

• State:

County:

• Country:

Phone Number: (999) 999-9999


Extension:

• E-mail:

Contact #:

Web Address:

Inspection Site




7. Answer the following question.

Renewal - Information

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 203.35?
- 3. Has your establishment been granted a preparation room exemption pursuant to Commission Rule 203.31?




8. Review the Owner Information

Renewal - Information

Owner 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 512-938-2474 or email

Name



9. Review the FDIC\EIC. If not current email licensing@tfsc.texas.gov


Renewal - Related License Summary

If the FDIC/EIC listed below is not your current FDIC/EIC you may not continue with the online renewal process. Please contact the agency at 512-938-2474.

Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing the related licenses.
Press "Cancel" to cancel this application and return to the main menu.

Related Licenses

Relation Name:	Funeral Director or Embalmer in Charge	(Required: Y)
Your Role:	Establishment	
Other Party Role:	Funeral Director or Embalmer in Charge	
	Funeral - Individual/Provisional -	
	Active -	



9. Verify the following information.

Renewal - 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.

Application	License Type: Funeral Home Establishment Application Date: 02/02/2024	
Organization Detail:	Organization Name: Tax Number Type: Tax Number:	Edit
General Address	Mailing Address: 1801 Congress Ave AUSTIN, TEXAS TRAVIS 78701 US Is this your Home Address? No Phone Number: (903) 936-2474 E-mail: none@none.com Contact #: Web Address: Inspection Site Phone Number: E-mail:	Edit
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 203.35? 3. Has your establishment been granted a preparation room exemption pursuant to Commission Rule 203.31?	Edit
Owner Information	Name	Edit
Related Licenses	Relation Name: Funeral Director or Embalmer in Charge (Required:Y) Your Role: Establishment Other Party Role: Funeral Director or Embalmer in Charge Other Party Name: Lic Type: Funeral - Individual/Provisional Lic Status: Active Lic Number: Lic Expiry:	Edit

[Previous](#) [Submit](#) [Cancel App](#)


10. Answer the following attestation question.

Renewal - 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.

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.
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: \$100.00


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


12. Application Payment

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
55534	Renewal		Funeral - Funeral Homes/Commercial Embalming Facility		\$100.00 

Payment Method Credit Card


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

13. Confirm Payment details

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
55534	Renewal		Funeral - Funeral Homes/Commercial Embalming Facility		
					Total

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