

Texas Funeral Service Commission Establishment 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 sent to the email address
- 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 - Funeral Homes/Commercial Embalming Facility” or “Funeral - Crematory” 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
- Organization Name (Facility name must be exactly as it appears on the renewal postcard)
- Zip Code from address on record.

The zip code entered must match EXACTLY the licensee’s address of record. If it includes a 4 digit extension, then it must be entered as such. If it does not include a 4 digit extension, then it cannot be entered with one. A licensee’s current address of record can be found on the annual license renewal postcard or through the Public Search feature of the online renewal system.

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 Establishment License Online Renewal

Without a current license, the establishment may not practice legally in Texas. Licensed establishments 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.

Your license renewal **will not** approve if you have any of the following issues:

- The licensee is not current on administrative penalty/fine payments.
- The establishments Franchise Tax account is not showing current/active on the Texas State Comptrollers website. (You can verify before renewing at <https://mycpa.cpa.state.tx.us/coa/>)
- The ownership information does not match EXACTLY with the Commissions records.
- The FDIC information does not match the Commissions records. (You can verify this information before renewing through the Public Search feature of the online renewal system)

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.