South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Funeral Service
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC 29211-1329
Phone: 803-896-4497 • Contact.Funeral@llr.sc.gov • Fax: 803-896-4554
www.llronline.com/POL/Funeral/

2016-2018 RENEWAL

RETURN THIS RENEWAL WITH CORRECT RENEWAL FEE TO THE ADDRESS BELOW

Renewal Fees - Two (2) Year License Renewal

Funeral establishment renewal fees are $350 if renewed before July 30, 2016. Licenses renewed after July 30, 2016, are subject to a $120 late fee. Continued practice during the time in which the license is lapsed may result in a Consent Agreement with a $500 fine.

Establishment Renewal Instructions

- To renew online go to https://eservice.llr.sc.gov *You must have your USER ID and PASSWORD to renew online. You may use a credit card, debit card with the Visa or MasterCard logo, or an electronic check to renew online.* By renewing online you can print an immediate confirmation of renewal; there are no lost payments; and there is a quicker turnaround time than renewing with a paper renewal form. To renew by mail, send this renewal form and payment to the Board of Funeral Service at the address shown above.
- Make checks or money orders payable to **SC Board of Funeral Service** (PLEASE DO NOT SEND CASH).
- This license renewal is for the July 1, 2016, through June 30, 2018, licensing period.
- Please call (803) 896-4497 or email contact.funeral@llr.sc.gov if you have questions, or you may visit the Board's website at **www.llr.sc.gov/pol/funeral.**
- You may renew online from **April 14, 2016, until July 30, 2016**.
- Answer all questions on this renewal application. **Renewals will be returned if not completed and signed.**

Funeral Establishment Name:

_____

Mailing Address: _____

Physical Address: _____

City, State, Zip Code_____

Email: _____

Phone: _____

Please check funeral establishment type:
☐ Parent ☐ Branch ☐ Crematory

☐ Chapel ☐ Retail Sales Outlet

License Number: FE _____

Manager Name: _____

*****If manager has changed since last renewal, **you must submit a change of manager application along with the renewal.** Your renewal cannot be processed without a change of manager application and all necessary documentation.

Manager must be renewed either with or before the Funeral Home.

Owner 1 Name_____

Owner 2 Name_____

Owner 3 Name_____

Owner 4 Name_____

TAX ID # _____

Required for Processing

Since the date of your last renewal application, has any complaint been formally lodged or has any action been taken against the funeral establishment's license in any jurisdiction? YES ☐ NO ☐ (If Yes, please include full explanation.)

A returned check fee of up to $30, or an amount specified by law, **may** be assessed on all returned funds.

I HEREBY affirm I have read and understand all questions on the renewal application and have answered truthfully, accurately, and completely. I hereby acknowledge failure in answering these questions truthfully, accurately, and completely shall constitute cause for disciplinary action to include up to revocation of my South Carolina License and civil penalties up to $500 per violation.

Signature: _____ Date: _____

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South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.