



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  
 llr.sc.gov/fs

## 2020-2022 FUNERAL ESTABLISHMENT RENEWAL APPLICATION

### Renewal Instructions/Requirements:

- Renewal fee in the form of a check or money order (no cash) made payable to LLR-Board of Funeral Service. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- **Renewal / Late Fees:**  
 Postmarked 10/31/20 or before: **\$350**  
 Postmarked 11/1/20 or after: Late fee \$120 + Renewal Fee \$350 = **\$470**  
**After November 1, 2020**, the license must be reinstated. Continued practice may result in disciplinary action.
- **Manager must be renewed either with or before the Funeral Home.**

**Funeral Establishment Type:**  Parent  Branch  Crematory  Chapel  Retail Sales Outlet

Funeral Establishment License No.: \_\_\_\_\_

### BUSINESS INFORMATION

Funeral Home Name: \_\_\_\_\_ Tax ID No.: \_\_\_\_\_  
(Required for processing)

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different than above)

Business Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Manager License No.:** \_\_\_\_\_

*If the 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.*

Owner 1 Name: \_\_\_\_\_

Owner 2 Name: \_\_\_\_\_

Owner 3 Name: \_\_\_\_\_

Owner 4 Name: \_\_\_\_\_

*(Continued)*

**DISCIPLINARY QUESTION**

If you answer “Yes” to the below question, you will need to submit a detailed explanation along with any court or other relevant documentation.

Since your last renewal (or if this is your first renewal since your initial license application), has any complaint been formally lodged or has any action been taken against the funeral home’s license in any jurisdiction?

Yes  No

**ATTESTATION**

I HEREBY swear and affirm that the information contained in this license renewal application is, to the best of my knowledge, complete and accurate. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PRIVACY NOTICE**

South Carolina law requires the agency to 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 purposes.