



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

2022-2024 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:**
 Renewed/postmarked on or before 7/31/2022: **\$350**
 Renewed/postmarked on or after 8/1/2022: Late fee \$120 + Renewal Fee \$350 = **\$470**
After August 1, 2022, the license is expired and must be reinstated. Continued practice may result in disciplinary action.
- **The manager license must be renewed before the funeral establishment's license can be renewed. Please allow 24 hours between the manager and facility renewals.**

Funeral Establishment Type: Parent Branch Crematory Retail Sales Outlet

Funeral Establishment License No.: _____

ESTABLISHMENT INFORMATION

Funeral Establishment 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 the establishment last renewed, 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: _____

(Over)

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 establishment’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.