



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of Funeral Service**

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[www.llronline.com/POL/Funeral/](http://www.llronline.com/POL/Funeral/)



**INSTRUCTIONS FOR FUNERAL DIRECTOR AND/OR EMBALMER LICENSE**

When submitting an application to the Board's Office for a funeral director, embalmer or funeral director/embalmer license, the requirements are as follows:

- Submit your application by making the applicable application fee via Visa, Mastercard or E-Check. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.

\$100 - Funeral Director      \$100 - Embalmer      \$150 - Funeral Director/Embalmer

- Upload a copy of your valid Driver's License, State Issued ID, Passport or Military ID
- Upload a copy of your social security card
- Upload the notarized signature affidavit with a 2"x2" color photo (Passport Type Photo) attached
- Upload a completed Verification of Apprenticeship Form (Exam Only)
- Upload an official statewide background check from your state(s) of residence covering the past 5 years. (SC: [www.sled.sc.gov](http://www.sled.sc.gov))
- Upload legal documentation for name change (marriage cert, divorce decree, court order, etc), if applicable

**Have submitted directly to the Board office address above from the issuing agent:**

- Official copy of transcripts from an accredited mortuary college of a regionally accredited academic college approved by the Board.
- Certified copy of National Grades from The International Conference for Funeral Director and/or Embalmer Exam(s). Contact information [www.theconferenceonline.org](http://www.theconferenceonline.org) or (479) 442-7076.
- Verification of out of state licensure, if applicable

**ALL APPLICANTS:**

**STATEWIDE BACKGROUND CHECK**

Please provide a statewide background check from the state(s) you have resided in for the past five (5) years. An applicant for licensure as an embalmer/funeral director must not have been convicted of a violent crime of found guilty or a felony or crime of moral turpitude. (S.C. Code Section 40-19-230)

**VERIFICATION OF COMPLETED APPRENTICESHIP** (Unless applying by reciprocity):

Have the Verification of Completed Apprenticeship filled out and signed by all required parties. Form is located within this packet or there is a link on the website to download.

<http://llronline.com/POL/Funeral/index.asp?file=pub.htm>

## **EDUCATION:**

Contact the accredited mortuary college or the regionally accredited academic college that has been approved by the Board and have your official transcripts sent directly to the SC Board of Funeral Service.

## **NATIONAL EXAM:**

Contact the International Conference for Funeral Director and have a certified copy of your National Grades and/or Embalmer Exam(s). Contact information [www.theconferenceonline.org](http://www.theconferenceonline.org) or (479) 442-7076.

## **ENDORSEMENT APPLICANT:**

An applicant for licensure as an embalmer or funeral director by endorsement must:

Submit proof of a current, active, and unrestricted license of at least five (5) years duration under the laws of another state or territory that had requirements that were, at the date of licensure, equivalent to the requirements in effect at the time of application in South Carolina.

### **Verification of Out-of-State Licensure:**

Contact the State Funeral Board you are licensed in and have a license verification sent directly to the SC Board of Funeral Services (Address is located on the top of these instructions.).

Once an application and other necessary documentation has been received, your name will be forwarded to The International Conference for eligibility to take the exam(s). Once your name has been forwarded to The International Conference, you will receive a letter from the Board indicating where to print your exam application(s) from. The state law exam is based on the Funeral Service Law and Rules and Regulations of the Board, Preneed and the Safe Cremation Act, which can be found on our website at <http://llronline.com/POL/Funeral/index.asp?file=pub.htm>. For additional assistance or clarification, contact the Board's Office at (803) 896-4497.

If for any reason you must appear before the Board the completed application packet must be in our office no later than **10 business days** prior to the Board meeting date if you wish to be on the Board meeting agenda.

After you submit your application by making payment, you may check your application by clicking on the following link and using your username and password. Please allow up to 24 hours after making payment for your application to be transmitted to our office. Processing time (initial review of items submitted) may take between 7-10 business days.

<https://eservice.llr.sc.gov/SSO/Login/LoginPage>