

South Carolina Department of Labor, Licensing and Regulation
Board of Funeral Service

**Letter of Instructions for
a New Funeral Facility, Additional Facility Location
Change of Facility Name or Change of Facility Manager**

When submitting an application to the Board's Office for a new funeral facility, additional facility location, change of facility name or change of facility manager, the requirements are as follows:

1. Complete the Board application form, items 1 through 19.
2. Attach a personal check, certified check or postal money order in the amount of :
 - a. \$400 for a new facility.
 - b. \$300 for an additional facility location.
 - c. No fee required for facility name change or change of facility manager.
3. Owner/Manager **must appear** before the Board for a new facility or additional facility.
4. **If incorporated**, manager must be an officer of the corporation and must provide proof with application. (Articles of incorporation or minutes showing position and authority.)
5. The facility name or name change must not include a name of any unlicensed person(s).
6. Along with the application, applicants must submit a state-wide criminal history conviction record from the State Law Enforcement Division (SLED) (or equivalent agency located in the applicant's resident state). Complete and mail the enclosed SLED form to the address on the form along with the required fee and a stamped envelope addressed to the Board of Funeral Service so that SLED will send the report directly to the Board

Mail the required materials to: S.C. Dept. of Labor, Licensing and Regulation
Board of Funeral Service
P.O. Box 11329
Columbia, SC 29211-1329

For additional assistance or clarification, contact the Board's Office at (803) 896-4497 or fax (803) 896-4484.

**All applications will be returned if not properly completed
or fees not enclosed.**