



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/



REQUIREMENTS AND INSTRUCTIONS FOR STUDENT FUNERAL DIRECTOR OR EMBALMER CERTIFICATE

**APPLICANTS MUST BE ENROLLED IN A MORTUARY COLLEGE TO APPLY FOR THIS
CERTIFICATE.**

Student Certificate vs. Apprenticeship Certificate:

Apprenticeship certification requires an agreement with a licensed funeral home, licensed supervising funeral director/embalmer, quarterly reports and a full-time work schedule.

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.

\$25 - Funeral Director

\$25 - Embalmer

\$50 - 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 an official statewide background check from your state(s) of residence covering the past 5 years. (SC: www.sled.sc.gov)
- Upload legal documentation for name change (marriage cert, divorce decree, court order, etc), if applicable
- Upload Mortuary College Enrollment Verification Form

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)

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>



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FUNERAL BOARD SIGNATURE AFFIDAVIT

For electronic applications only

ATTESTATION

The undersigned applicant hereby applies to the South Carolina Department of Labor, Licensing and Regulation, Board of Funeral Service for a funeral director, embalmer, funeral director/embalmer, apprentice funeral director, or apprentice embalmer license under the provisions of Title 40, S. C. Code, 1976 (as amended) and the Rules and Regulations of the Board and in support of said application makes the representations contained herein with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny a license or to withhold renewal of or suspend or revoke a license if issued by the Board. The undersigned applicant understands the Board may make such inquiry and investigation concerning the applicant's record or background as the Board in its judgment deems proper, and said applicant further agrees to furnish any additional information requested by the Board to appear before the Board in person if requested to do so.

The undersigned, in making this application to the South Carolina Board of Funeral Service swears (or affirms) that he (or she) is the applicant named herein and that the answers and the information contained herein are true to the best of his (or her) knowledge and belief.

I acknowledge and agree that any separate statements or documentation which I may sign or submit to the Board are hereby made a part of this application.

Signature of Applicant

Subscribed and sworn to before me this _____ day
of _____ 20_____.

Notary Signature: _____

Print Name: _____

Notary for the State of: _____

My Commission expires: _____

**Tape a recent 2 x 2
Passport Photo
(less than 6 months old)**



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MORTUARY COLLEGE ENROLLMENT VERIFICATION FORM

Students must be enrolled in a mortuary college that has been approved by the SC Board of Funeral Service to be eligible for a Student Certificate.

Student/Applicant Name: _____

Mortuary College: _____

School Address: _____

Phone: _____

Program: _____

Enrollment Date: _____

Program Director: _____

I certify the above named applicant is an enrolled student.

Program Director or Registrar Signature

Print Name

Title

Contact Phone

Date



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)