

**SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION
BOARD OF FUNERAL SERVICES**

2018-2020 RENEWAL

RETURN THIS RENEWAL WITH CORRECT RENEWAL FEE TO THE ADDRESS BELOW

Renewal Fees - Two (2) Year License Renewal

Funeral establishment renewal fees are \$350 if renewed before July 30, 2018. Licenses renewed after July 30, 2018, are subject to a \$120 late fee. Continued practice during the time in which the license is lapsed may result in a Consent Agreement with a \$500 fine.

**Board of Funeral Service
PO Box 11329
Columbia, SC 29211-1329**

Establishment Renewal Instructions

- To renew online go to <https://eservice.llr.sc.gov> *You must have your USER ID and PASSWORD to renew online. You may use a credit card, debit card with the Visa or MasterCard logo, or an e-check to renew online.* By renewing online you can print an immediate confirmation of renewal; there are no lost payments; and there is a quicker turnaround time than renewing with a paper renewal form. To renew by mail, send this renewal form and payment to the Board of Funeral Service at the address shown above.
- Make checks or money orders payable to **SC Board of Funeral Service** (PLEASE DO NOT SEND CASH).
- A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. All fees are non-refundable.
- This license renewal is for the July 1, 2018, through June 30, 2020, licensing period.
- Please call (803) 896-4497 or email contact.funeral@llr.sc.gov if you have questions, or you may visit the Board's website at www.llr.sc.gov/pol/funeral.
- You may renew online from **April 2, 2018, until July 30, 2018.**
- Answer all questions on this renewal application. **Renewals will be returned if not completed and signed.**

Funeral Home Name: _____

License Number: FE _____

Mailing Address: _____

Manager Name: _____

****If 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.

Physical Address: _____

Manager must be renewed either with or before the Funeral Home.

City, State, Zip Code _____

Owner 1 Name _____

Email: _____

Owner 2 Name _____

Phone: _____

Owner 3 Name _____

Please check funeral establishment type:

Parent Branch Crematory

Owner 4 Name _____

Chapel Retail Sales Outlet

TAX ID # _____

Required for Processing

Since the date of your last renewal application, has any complaint been formally lodged or has any action been taken against the funeral homes license in any jurisdiction. YES NO (If Yes, please include full explanation.)

When you provide a check as payment, you authorize the Board to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize the Board to collect a fee through electronic fund transfer from your account if your payment is returned unpaid. Please provide the following on your check: Drivers License #; Full Name; Street Address and Phone Numbers.

I HEREBY affirm I have read and understand all questions on the renewal application and have answered truthfully, accurately, and completely. I hereby acknowledge failure in answering these questions truthfully, accurately and completely shall constitute cause for disciplinary action to include up to revocation of my South Carolina License and civil penalties up to \$500 per violation.

Signature: _____ Date: _____

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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.