

## **Funeral Director and Embalmer by Endorsement Instructions for licensure**

- A. Complete the application located on the Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/documents/DFS-N1-1723.pdf>.
- B. Complete a Certificate of Licensure located on the Division's website at [http://www.myfloridacfo.com/Division/FuneralCemetery/fc\\_forms\\_2012/pdf/DFS-N1-1742.pdf](http://www.myfloridacfo.com/Division/FuneralCemetery/fc_forms_2012/pdf/DFS-N1-1742.pdf).
- C. Have the Division provided with an official copy of the National Board Scores from the International Conference of Funeral Service Examining Boards (479-442-7076), showing a 75% or higher on both the Arts and Sciences section.
- D. Have the Division provided with an Official Transcript showing an Associate's Degree, or higher, in Funeral Services. If no Associate's Degree in Funeral Services, an acceptable substitute is an Associate's Degree or Bachelor's Degree in any other subject area along with the one year Mortuary Science Course.
- E. All operational personnel must take a two-hour communicable disease course. To find a list of continuing education providers, please contact the Division at 850-413-3039.
- F. Fingerprint card submissions. An applicant must make the payment for processing at <https://www.identogo.com/>. If in the state of Florida, please follow the prompts on the website to locate a site to have the fingerprints taken electronically. If outside the state of Florida, follow the directions at the aforementioned website in order to pay for the processing and have the fingerprint cards sent.
  - a. Please note section 497.142(11)(a), Florida Statutes, which provides,
    - (11)(a) When an applicant is required by this chapter to submit fingerprints in applying for a license, the following persons shall be required to submit such fingerprints:
      - 1. Where the applicant is a natural person, the fingerprints of the natural person making application.
      - 2. Where the applicant is a corporation, the fingerprints of the persons serving in the following capacities: chief executive officer and president, or both persons if the positions are filled by different persons; chief financial officer; chief of operations; general counsel if a corporation employee; and members of the board.
      - 3. Where the applicant is a limited liability company, the fingerprints of all managers and members of the limited liability company.
      - 4. Where the applicant is a partnership, the fingerprints of all partners.

If you would like to get the writeable Microsoft Word version for any of the applications and forms mentioned above please visit the "Licensing" page on our Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/default.htm> . If you have any further questions, please feel free to contact the Division of Funeral, Cemetery and Consumer Services at 850-413-3039.