

## **Texas Funeral Service Commission Reciprocal License Guidelines**

To be considered for license reciprocity to Texas from another state, the following guidelines must be met:

- Completed Application (attached)
- Completed Licensee Affidavit (attached)
- Completed Licensing Board Certification (attached) showing the out of state license is in good standing for a minimum of one year if issued in a state with substantially equivalent requirements or for five years if issued in a state that does not have substantially equivalent requirements
- Transcripts from an accredited mortuary school/college showing graduation date
- National Board Scores
- Completed FBI background check (please only submit fingerprints **after** you have submitted this application to the TFSC)
- Passage of the Texas Mortuary Law Exam with a score of 75 or better.

No consideration of licensure approval will be made until the Commission has received all necessary documentation and administrative paperwork. License fees must be paid upon approval of the application in order for the license to be issued.

For further questions, contact the Commission at 888-667-4881 or 512-936-2474.

**Mail completed Application to:  
Texas Funeral Service Commission  
333 Guadalupe St., Suite 2-110  
Austin, Texas 78701**

**Texas Funeral Service Commission  
Application for Reciprocal License  
Funeral Director/Embalmer**

Applying for: Funeral Director \_\_\_\_\_ Embalmer \_\_\_\_\_ Dual License \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden/other

Social Security \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip Code

Residence Address \_\_\_\_\_  
City State Zip Code

Telephone-Business \_\_\_\_\_ Home/Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you currently employed or offered a position in the State of Texas? Yes \_\_\_ No \_\_\_

If yes, name of establishment \_\_\_\_\_

Address of Establishment \_\_\_\_\_

LICENSE HISTORY-List all funeral director/embalmer licenses held.

| Licensing State | License# | Type | Issue Date | Expiration date | Status |
|-----------------|----------|------|------------|-----------------|--------|
|                 |          |      |            |                 |        |
|                 |          |      |            |                 |        |
|                 |          |      |            |                 |        |

Length of Funeral Director apprenticeship \_\_\_\_\_

Length of Embalmer apprenticeship \_\_\_\_\_

Mortuary School \_\_\_\_\_ Year Graduated \_\_\_\_\_

Copy of Certified Transcript sent to TFSC ? Yes \_\_\_ No \_\_\_

Are you an active military service member, military veteran, or spouse of an active military service member? \_\_\_\_\_

**Texas Funeral Service Commission  
Reciprocal Licensee Affidavit**

Name: \_\_\_\_\_

Length of Funeral Director Apprenticeship \_\_\_\_\_

Length of Embalmer Apprenticeship \_\_\_\_\_

List all licenses currently or previously held:

State \_\_\_\_\_ License No. \_\_\_\_\_ Date Issued \_\_\_\_\_

State \_\_\_\_\_ License No. \_\_\_\_\_ Date Issued \_\_\_\_\_

State \_\_\_\_\_ License No. \_\_\_\_\_ Date Issued \_\_\_\_\_

**Criminal History:**

1. Have you ever been convicted of a felony, found guilty of or entered a plea of guilty or no contest to a felony? YES \_\_\_\_ NO \_\_\_\_
2. Have you ever been convicted of a misdemeanor, found guilty of or entered a plea of guilty or no contest to a misdemeanor? YES \_\_\_\_ NO \_\_\_\_

If you answered yes to either question, complete the "Criminal History Questionnaire for Applicants" Form and submit all requested information. Your application for licensure will not be considered until this form and requested information is received.

**AFFIDAVIT OF APPLICANT:**

I \_\_\_\_\_ (print name) hereby state under oath that my Funeral Director and/or Embalmer license has never been cancelled, suspended or revoked, placed on probation, and at the present time said license is in full force and effect. I further state there is no prosecution pending against me in any State or Federal Court for any felonious offense or misdemeanor and that I am the identical person to whom the license was originally issued, and that the statements contained herein are true and correct to the best of my knowledge. I hereby submit a certified copy of my college transcript from the accredited mortuary school listed above. By submitting this application, I am providing a full and complete release to the licensing authority to any and all records and documentation necessary to consider this application.

Signature: \_\_\_\_\_

**Mail Completed Affidavit to  
Texas Funeral Service Commission  
333 Guadalupe St., Suite 2-110  
Austin, TX 78701**

**Texas Funeral Service Commission  
Reciprocal Certification  
(To be completed by State Licensing Board)**

State of \_\_\_\_\_

Name of Applicant \_\_\_\_\_

(1) License No. \_\_\_\_\_ (2) License No. \_\_\_\_\_

License Type: \_\_\_\_\_ License Type \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Issued \_\_\_\_\_

Expiration \_\_\_\_\_ Expiration \_\_\_\_\_

Exam Average \_\_\_\_\_ Exam Average \_\_\_\_\_

Name of school licensee attended \_\_\_\_\_

Has licensee been current and in good standing for a period of five consecutive years with your State Board? \_\_\_\_\_ If NO, please explain \_\_\_\_\_

Has licensee ever been disciplined by your State Board? (revocation, suspension, probation, etc.) \_\_\_\_\_ If YES, please explain and attach copy of final decision \_\_\_\_\_

Are there any formal charges pending against the license? \_\_\_\_\_ If YES, please explain and attach copy of complaint \_\_\_\_\_

Acting on behalf of \_\_\_\_\_, I certify that the above information is true and correct based on the records of this Board.

(STATE BOARD

SEAL)

\_\_\_\_\_  
Official's Name

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please mail Completed Certification to:  
Texas Funeral Service Commission  
333 Guadalupe St., Suite 2-110  
Austin, Texas, 78711**

## Instructions for Obtaining Fingerprint Criminal Record Checks for Licensure

### ORI Funeral Commission's Service Code - - 11G72Y

#### IN-STATE APPLICANTS

1. AFTER SUBMITTING YOUR APPLICATION - Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
  - To schedule an appointment over the Internet (quickest method):
    - a. Begin the process at this link:  
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Schedule an Appointment”
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - To schedule an appointment over the telephone:
    - a. Have your Service Code ready (**11G72Y**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G72Y**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
  - If you plan on bringing a form of identification other than a valid (unexpired) Texas Driver's License, please refer to the Department of Public Safety's acceptable document types here:  
<http://www.tn.enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - **Do not throw away the receipt!**
  - You may check status on your submission by clicking on this link  
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

## OUT OF STATE APPLICANTS

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
  - a. To pre-enroll over the Internet (quickest method):
    - Begin the process at this link: <https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
    - On the next screen, click the “*Pay for Ink Card Submission*” button and complete all required fields on the following page
    - Complete payment screen
    - Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information
  - b. To pre-enroll over the telephone:
    - Have your Service Code ready (**11G72Y**), then call **888.467.2080**
    - Inform the MorphoTrust representative that you wish to pre-enroll for a “hard card submission”
    - Once payment is complete a summary confirmation document will be emailed to you
    - Print the confirmation document and complete by signing the waiver and filling in contact information
2. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: **Funeral Commission TX923439Z**. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card
3. AFTER SUBMITTING YOUR APPLICATION - Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check the status by clicking:

<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.