STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
DAVY CROCKETT TOWER
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1144
PHONE (615) 741-5062
FAX (615) 532-1903
http://funeral.tn.gov

APPLICATION FOR FUNERAL DIRECTOR LICENSE

Name: _____ **Telephone #: ( )** _____
First **Middle** **Last**

Mailing Address: _____ **Date of Birth:** _____
Street **Apt. #**

_____ **Social Security #:** _____
City **State** **Zip Code**

Email address: _____

I have completed the required apprenticeship as a bona fide paid employee of an establishment working not less than forty (40) hours per week in the presence of and under the direction and supervision of a licensed funeral director.

Name: _____ **Funeral Director License #:** _____
(Supervisor of Apprenticeship)

Current Employer, Address and Telephone #: _____

_____

Mark an X in the box that answers the following questions correctly:

1. Have you ever been convicted of, entered a plea of guilt or nolo contender or no contest to either a felony or a misdemeanor involving moral turpitude? Yes ☐ No ☐
   If "Yes", you must attach the following to this application:
   a) A written statement explaining the circumstances of each incident; and
   b) A copy of the official court document which demonstrates the resolution of the charges or any final judgment.

2. Are you the subject of any pending government enforcement action(s)? Yes ☐ No ☐

3. Have you ever had a license, or applied for a license, (or its equivalent) to practice any profession or occupation that was denied, suspended or revoked, or otherwise acted against? Yes ☐ No ☐

4. Are you protected against communicable diseases? Yes ☐ No ☐
   (**Either through education or immunization**)

5. Are you a citizen of the United States? Yes ☐ No ☐
   If no, which Country? _____

I hereby affirm, under penalty of perjury, that all of the information submitted in this application is true and correct and complete. I am aware that knowingly and willfully making a material misstatement in connection with an application for licensure is grounds for the denial, refusal to renew, suspension, or revocation of the license.

Date: _____ _____

Signature of Applicant

THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

1. Copy of an official photo identification issued by a governmental agency, such as a valid (legible) driver's license, U.S. passport, or federal, state, county or city employee I.D. showing the individual's date of birth and address;

2. Two letters of reference from a licensed funeral director and/or embalmer which attest to the good moral character and competence of the applicant. Such letters shall be signed and dated on printed stationery;

3. An official transcript certified by an educational institution showing the applicant has graduated from a high school or has earned a GED recognized by a state department of education (if not already on file);

Attach a Copy of a Photo Identification Issued by a Governmental Agency

(Valid driver's license, U.S. passport, or federal, state, county or city employee I.D. card showing the individual's date of birth and address)

4. An official transcript evidencing completion of a study in funeral service education consisting of not less than thirty (30) semester hours, forty-five (45) quarter hours or the equivalent, from a school accredited by the American Board of Funeral Service Education;

5. If applicable, official test results of the Arts Section of the National Board Examination;

6. Certification of Completion of Apprenticeship Form attesting that the applicant has met the required training;

7. Eligibility Verification for Entitlements Act Attestation Form; and

8. A non-refundable application fee of $200.00.

These requirements must be met prior to the issuance of a funeral director's license:

1. You must pass the Arts Section of the National Board Examination or the Tennessee State Board Examination with a score of 75 or greater.
2. You must pass the Tennessee Laws, Rules and Regulations Examination with a score of 75 or greater.
3. You may be requested to appear before the Board for a personal interview.
4. You must pay a licensure fee of $275.00 when notified by the board office.

Eligibility Verification for Entitlements Act Attestation

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

____ A United States citizen;

____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;[1]

____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

_____
Applicant's Signature

_____ _____
Printed Name Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq*.

[1] Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq*.];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.