

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF FUNERAL DIRECTORS

LICENSE NUMBER: _____

FUNERAL ESTABLISHMENT
RENEWAL APPLICATION
EXPIRATION DATE: FEBRUARY 1, 2012
FEE: \$325.00

NAME: _____

RETURN ADDRESS:
State Board of Funeral Directors
PO Box 8420
Harrisburg, PA 17105-8420

ADDRESS: _____

Your license will expire on February 1, 2012. To process your online renewal, click on www.mylicense.state.pa.us. For security purposes you have been assigned Renewal ID#. If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of February 1, 2014 within seven to ten days. For assistance email st-my-license-helpdesk@pa.gov. Online renewal is not available after March 1, 2012. After March 1, 2012, contact the Board Office for a reactivation application.

- Funeral establishment **will be closed** after **February 1, 2012** and request out of business status. **No fee is required.**
- Funeral establishment has changed name, address or ownership. Access www.dos.state.pa.us to download an application for submission to the Board Office.
- I have a change of personal name. **Complete only if name differs from above information.**

Name Change	New Name
Submit an 8 ½ X 11 photocopy of a legal document verifying your new name. The only acceptable documents are a marriage certificate, divorce decree which indicates the retaking of a maiden name, court order indicating retaking of a maiden name, or a court order approving a legal name change. Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown above.	

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 PA C.S. 4911 and that any false statement made is subject to the penalties of 18 PA C.S. 4904 relating to unsworn falsification to authorities and may result in my license being disciplined. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature of Owner/Supervisor (**Mandatory**): _____ Date: _____

FEE – Payable to “Commonwealth of Pennsylvania” Write your license number on your payment. ⇨ ⇨ LATE FEE - \$5.00 per month assessed when postmarked after February 1, 2012. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.	\$325.00 License no: _____
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