

# Louisiana State Board of Embalmers and Funeral Directors

Suite 1232, The Executive Towers  
3500 N. Causeway Blvd.  
Metairie, LA 70002

504.838.5109 / FAX: 504.838.5112 / Email: [kmichel@lsbefd.state.la.us](mailto:kmichel@lsbefd.state.la.us) / [hpenouilh@lsbefd.state.la.us](mailto:hpenouilh@lsbefd.state.la.us) / LA Toll free: 888.508.9083



**ONLINE RENEWAL IS AVAILABLE at: [www.lsbefd.state.la.us](http://www.lsbefd.state.la.us)**

**LICENSE RENEWAL APPLICATION - FEE: \$80.00** (if paying by credit/debit card or online a processing fee will apply)

**PLEASE RETURN COMPLETED APPLICATION WITH CORRECT FEE.**

**Please complete the form and return with renewal fee**

NAME: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Home/Cell #: \_\_\_\_\_

License #: \_\_\_\_\_ CEUs on file: \_\_\_\_\_ (4 hour minimum/year required)

DATE of Birth: \_\_\_\_\_ CEUs do NOT apply to Licensees who are 65 years or older at the time of renewal and who have been licensed for a period of not less than 10 consecutive years.

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

**LICENSES NOT RENEWED BY DECEMBER 31st SHALL BE CONSIDERED REVOKED**

Please note any change in information (address, etc.) here: \_\_\_\_\_

## Payment information

Payment Information:  Mastercard  Visa  Discover  Debit  Check

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ SC/CV Code #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Email address: \_\_\_\_\_

## Handwriting MUST be neat and legible.

**PAYMENTS - PLEASE READ THOROUGHLY**

We accept; Mastercard, Visa, Discover and checks. **Credit Card/Debit Card information required: Name, Type of card, Card number, Expiration date and Security Code digits.**

**NSF checks, a \$20.00 fee will be charged.**

All transaction requests **MUST** be submitted in writing via email, fax or ground delivery - you will be notified if payment is rejected

**NO PHONE TRANSACTIONS.**

**PLEASE MAKE SURE YOUR HANDWRITING IS NEAT AND LEGIBLE.**

**Renewals are required to be in the office on or before December 31 regardless of payment choice.**

### PLEASE NOTE:

If you fax or scan/email your renewal into the office on December 31, it will not be checked/verified until we return to the office after the holiday. If your payment is rejected upon verification once we return after December 31, the renewal will be considered lapsed and will have to be reinstated. If renewal is sent into the office after December 31 it will be rejected due to the date requirement in our regulations. Fax and email are noted with date and time.

Reinstatement of a lapsed individual license requires the submission of a new application with the fee of \$250.00 and renewal fee of \$80.00 for a total of \$330.00. If license has lapsed for more than one year, prior year fees will be required.

If you have any questions, concerns or suggestions, please feel free to contact us.

