



LICENSE RENEWAL APPLICATION

Louisiana State Board of Embalmers and Funeral Directors
Suite 1232, The Executive Towers 3500 N. Causeway Boulevard Metairie, LA 70002

ONLINE RENEWAL IS AVAILABLE ONLINE AT: www.lsbefd.state.la.us

LICENSE RENEWAL APPLICATION FEE: \$80.00

(if paying by credit/debit card or online a \$4.00 processing fee will apply)

PLEASE RETURN COMPLETED APPLICATION WITH CORRECT FEE

NAME: _____

Telephone #: _____ **Home/Cell #:** _____

License #: E or U (Circle One) _____ **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: _____

PAYMENTS - PLEASE READ THOROUGHLY

- We accept: Mastercard, Visa, Discover Cards, Money Orders, and Personal Checks.
- All NSF checks, a \$35.00 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

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

PLEASE NOTE:

- If you fax or scan/email your renewal into the office on December 31st, 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 31st, the renewal will be considered lapsed and will have to be reinstated.
- If renewal is sent into the office after December 31st, 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.

FOR LSBefd OFFICE USE ONLY: Date Renewal Processed: ____/____/____ **Renewal Processed By:** _____