



## Licenses/Licensees

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### ***How do I change my address?***

Changes MUST be submitted in writing by email or fax, please include information for more than one license if applicable.

### ***What are the fees for licensing?***

Please refer to the "Fees & Forms" tab at the top of the webpage. The fees are listed accordingly.

### ***How long does it take for a license number to be issued?***

After a review of the internship and/or temporary license file reflecting that all of the requirements have been met, applications are processed and license numbers are issued usually within 1 day upon receipt of the application for individuals. For funeral establishments or a crematory authority, once the inspection is passed, the license number is issued by the inspector at that time.

### ***Can I get my license number by email or phone call?***

Yes. Once a license is issued it immediately becomes public record.

### ***How long does it take to receive my wall license certificate?***

The wall certificate will be sent to a calligrapher then signed by the attending Board members at the next scheduled meeting. Once the certificate has been completed, the application for the license will be reviewed as to mailing or pick-up. If the license is to be mailed, a mailing fee will apply and the certificate is placed in a mailing tube with certified return receipt postage, which can be tracked, and hand delivered to the postal attendant. The time frame for receipt of the certificate is estimated at about 4 weeks from the time the certificate is signed by the Board members. License applications that are received within 2 weeks of a meeting may not have enough time to be sent to the calligrapher and those will be signed at the next scheduled meeting.

Please note that certificates will not be mailed unless payment has been made for the postage fees.

Wall certificates will be mailed to the address listed upon the license application unless otherwise noted by a request in writing. **SOMEONE MUST BE AVAILABLE TO SIGN FOR THE CERTIFICATE.** This office is not responsible for lost mail and a new certificate request will require a duplicate certificate fee for the replacement.