

RENEWAL APPLICATION

Board of Funeral Service
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880

Check For New Address
and/or e-mail.
Indicate any changes below.

License No.

Name
Address
City State Zip
Country
E-mail

\$300 – Mortician (Active) \$150 – Crematory Operator (Active) \$150 – Crematory Technician (Active)
\$150 – Mortician (Inactive) \$75 – Crematory Operator (Inactive) \$75 – Crematory Technician (Inactive)

Your Montana Mortician, Crematory Operator, or Crematory Technician license will expire on July 1.

TO RENEW ONLINE, GO TO: <https://ebiz.mt.gov/pol/> (Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee).

Or, in order to renew your license by mail:

- 1) Complete the renewal application.
- 2) Complete the Continuing Education Attest Statement below.
- 3) Answer the disciplinary question at the bottom of the form.
- 4) Submit a check or money order for the amount indicated above, made payable to the Board of Funeral Service. Do not send cash. Canadian or foreign residents pay in U.S. funds only.
- 5) Renewals with a U.S. Postal Service postmark after July 1 will be assessed a penalty fee by state law of 100% the renewal fee. NO EXCEPTIONS!
- 6) Sign the renewal application. Incomplete or unsigned renewal applications will not be processed and will be returned.
- 7) Return the renewal application and fee to the board office postmarked by July 1.

CONTINUING EDUCATION ATTEST STATEMENT – FOR MORTICIANS ONLY

Per ARM 24.147.2101: (1) Morticians with active licenses, beginning with their first full year of licensure, shall complete a minimum of 12 hours of approved continuing education in a two-year period, beginning July 1, 2013, with a minimum of three hours addressing the FTC funeral rule, federal or state regulations governing safety and sanitation of funeral services practice, board rules governing funeral trusts, or funeral services ethics. The board will conduct the first audit under this rule after July 1, 2015, and every odd-numbered year thereafter. Morticians with active licenses licensed less than two full years on their first audit must provide proof of six hours of continuing education.

I have completed the required hours of continuing education.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: _____ Date: _____

DO NOT SEND CASH