



Board of Funeral Services

**RENEWAL APPLICATION
 FOR ESTABLISHMENT LICENSES**

Licensee Information

Establishment License Number _____ License Expiration Date _____

Establishment/Business Legal Name _____
legal name of record with New Mexico Secretary of State's Office

Establishment DBA Name (if applicable) _____
advertised or other "doing business as" name if different than official legal name

Establishment Physical Address _____

Establishment City _____ State _____ Zip code _____

Funeral Service Practitioner License Number (if applicable) _____

Owner Last Name _____ First Name _____

Middle Name _____ Date of Birth _____
name change requires official documentation, such as a marriage certificate, be submitted with this application

Primary Phone Number _____ Mobile Phone Number _____

Primary Email Address _____

Primary Mailing Address _____

City _____ State _____ Zip code _____

This is an official address where license and legal mail is sent and licensee must check and keep current

Renewal Application Details (select one)

Renewal
 Fee = \$400.00

Late Renewal
 Fee = \$475.00 (renewal fee plus \$75.00 late fee)
required if submitted or postmarked after expiration date

Licenses not renewed by June 30th shall cause the license to expire and the license holder must refrain from practicing. The licensee may renew within a sixty-day grace period, by submitting payment of the renewal fee and late fee outlined in 16.64.2 NMAC and compliance with all renewal requirements. A license that has not renewed within the 60-day grace period shall be expired and invalid. A licensee with an expired license shall be required to reapply as a new applicant.

Renewal Questions

1. Since your last renewal, has your city or county business license changed?
 No Yes
if yes, submit an updated copy of your business license with your renewal application
2. Since your last renewal, has any license you hold in this profession been denied, suspended, revoked, or otherwise disciplined by a licensing board in any state or jurisdiction?
 No Yes
if yes, submit an explanation in writing with a copy of any disciplinary documents, such as a final decision and order or settlement agreement
3. Since your last renewal, have you changed funeral service practitioner in charge?
 No Yes
4. Since your last renewal, have you been convicted of a felony that may be considered potentially disqualifying to obtain or hold a license with the Board? A list of potentially disqualifying convictions may be found in Board Rule 16.36.4.9 NMAC.
 No Yes
if yes, submit an explanation in writing with a copy of any final judgment, settlement, plea, or other document with sufficient details of the criminal conviction. A disqualifying criminal conviction will not prevent the renewal of a license but may be reviewed separately by the Board to determine if additional investigation or action is necessary.

Please ensure to include copies of any written explanation or additional documents required related to the questions above with your renewal application submitted to the board office.

Attestation

Under penalty of perjury, I declare and affirm that the statements made, and information provided in the foregoing application, including documentation, are true, complete, and correct. I understand that any false or misleading information in connection with my renewal application may be cause for discipline, up to and including loss of licensure.

Signature _____

Date _____



Submission of Renewal Application

Mail the signed and complete renewal application, payment, and any other required documents to the board office at

Boards and Commissions Division
c/o Board of Body Funeral Services
P.O. Box 25101
Santa Fe, NM 87504

Payment can be made by check, money order, or cashier check and made payable to

New Mexico Board of Funeral Services

Questions regarding the application may be directed to board staff at

funeral.board@rld.nm.gov
505-476-4970

