



**Board of Funeral Services**

**RENEWAL APPLICATION  
 FOR INDIVIDUAL FUNERAL SERVICE INTERN LICENSEES**

**Licensee Information**

Select Your Individual Practitioner License Type

FSI – Direct Supervision

Arranging/Directing

Preparation/Embalming

FSI – General Supervision

Arranging/Directing

Preparation/Embalming

License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_

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 = \$150.00

Late Renewal

Fee = \$225.00 (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.

**Employment Information**

Supervising FSP Name \_\_\_\_\_ FSP License Number \_\_\_\_\_

Establishment/Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

Business City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

## Renewal Questions

1. I hereby certify that I have completed the complete 10 hours of continuing education, 2 of which must be in ethics, and will provide the Board office with certificates including proof of attendance if audited or upon request.

*CEU's are not required for FSI's under direct supervision.*

No     Yes

2. Are you 65 years of age or above and have held a license for 20 consecutive years?

No     Yes

3. 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*

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, copy of your license, and any other required documents to the board office at:

Boards and Commissions Division  
c/o Board of 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

Board of Funeral Services

Questions regarding the application may be directed to board staff at

[Funeral.board@rld.nm.gov](mailto:Funeral.board@rld.nm.gov)  
505-476-4970

