



Board of Funeral Services

Licensed Funeral Arranger Application Manual

Table of Contents

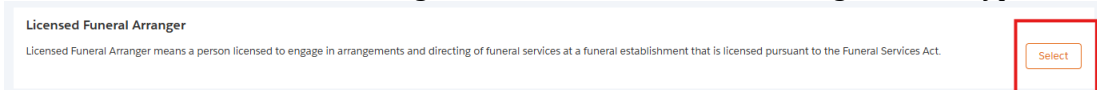
Application for Licensed Funeral Arranger

Pre-Screening Page	3
Introduction Page	4
Basic Information Page	4
Licensure Information Page	7
Questions Page	9
Jurisprudence Exam	10
Upload Documents Page	12
Attestation Page	15
Payment Page	15

BOARD OF FUNERAL SERVICES APPLICATION MANUAL

Application for Licensed Funeral Arranger

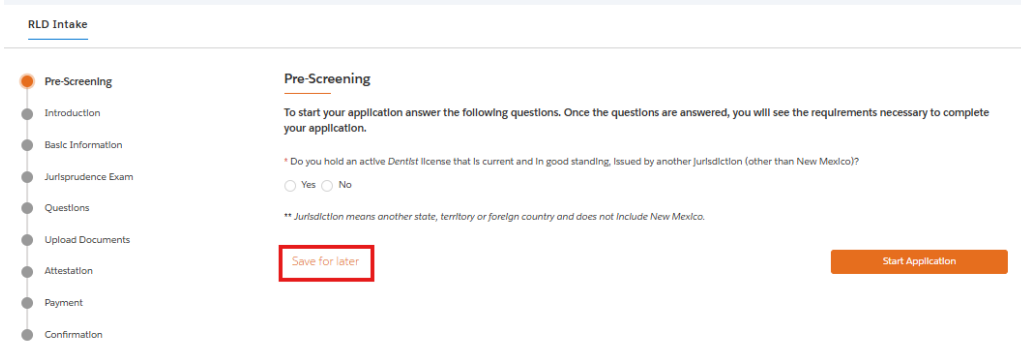
1. Click the “Select” button to the right of the Licensed Funeral Arranger license type.



Licensed Funeral Arranger
Licensed Funeral Arranger means a person licensed to engage in arrangements and directing of funeral services at a funeral establishment that is licensed pursuant to the Funeral Services Act.

Select

2. At any time of the application, you can select the “Save for later” option to save a draft of the application that you can return to and complete at your convenience. This will ensure you don’t lose any progress you have made if you can’t complete the application in one sitting.



RLD Intake

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

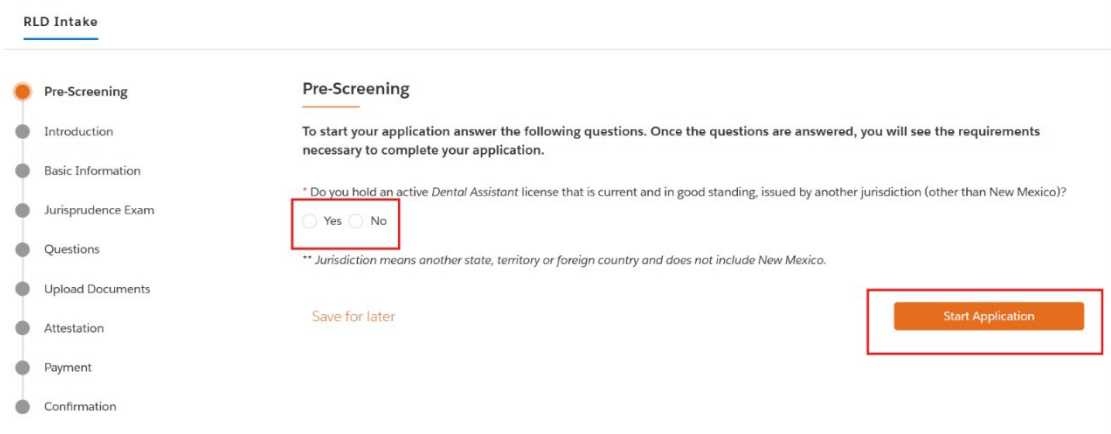
* Do you hold an active Dentist license that is current and in good standing, issued by another Jurisdiction (other than New Mexico)?
☐ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

Save for later

Start Application

3. On the Pre-Screening, you will answer questions pertaining to your reciprocity and Military status.



RLD Intake

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active Dental Assistant license that is current and in good standing, issued by another jurisdiction (other than New Mexico)?
☐ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

Save for later

Start Application

- a. If you do hold a Funeral Service license outside of New Mexico and select “Yes”, you will be prompted with another question regarding your **Military Status**. If you have any Military associations matching the question, select the “Yes” radio button. Otherwise, you can select “No”. You may then proceed using the “**Start Application**” button.

Pre-Screening

Introduction

Basic Information

Licensure Information

Jurisprudence Exam

Questions

Upload Documents

Attestation

Payment

Confirmation

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active Dental Hygienist license that is current and in good standing, issued by another Jurisdiction (other than New Mexico)?

☒ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

* Are you a military service member, veteran, or the spouse of a person who is serving in the United States, a surviving spouse of a military service member who at the time of the member's death was serving on active duty, or a qualifying child/dependent of a military service member?

☐ Yes ☒ No

** Military service member means a person who is:

- serving in the armed forces of the United States as an active-duty member, or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard, or a surviving spouse of a member who at the time of the member's death was serving on active duty; or
- the child of a military service member if the child is also a dependent of that person for federal income tax purposes; and

Veteran means a person who has received an honorable discharge or separation from military service.

Save for later

Start Application

4. On the Introduction page, read through the information and select the “Next” button on the bottom right of the screen when you are done.

Pre-Screening

Introduction

Basic Information

Jurisprudence Exam

Questions

Upload Documents

Attestation

Payment

Confirmation

Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Next button to begin your application



Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

Save for later

Previous Next

5. On the Basic Information page, verify that all information is valid and up to date.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ **Applicant Information**

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ **Mailing Address**

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#) [Previous](#) [Next](#)

a. If **Yes**, select the “Next” button at the bottom right of the page.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

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Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

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[My Profile](#)

▼ **Applicant Information**

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ **Mailing Address**

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#) [Previous](#) [Next](#)

b. If **No**, select the “My Profile” button at the top left to update your information.

RLD Intake

- Pre Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewal may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

Applicant Information

*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

Save for later

Previous

Next

- i. Select the "Edit" button at the bottom right of the page.

My Profile

Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race Ethnicity Preferred Language Are you a New Mexico Resident?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

Mailing Address

Mailing Street

City State/Province

Country Zip Code County (if in New Mexico)

Edit

- ii. Enter in all relevant updated data and select "Save" at the bottom right when completed.

My Profile

Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

*Race *Ethnicity *Preferred Language *Are you a New Mexico Resident?

*Date of Birth *Gender

*Primary Phone No Business Phone No

*Identifier Type *Identifier Number

SSN

Mailing Address

*Mailing Street

*City State/Province

Country *Zip Code County (If in New Mexico)

Cancel Save

- iii. You will need to restart your application to ensure the updated data is listed. Return to “Step1: Select Licensed Funeral Arranger Application” to continue.
6. On the Licensure Information Page, this page is only for **Reciprocity and Military**
 - a. If you selected “**Yes**” to any of the questions in the **Pre-Screening**, you will have an additional Application section for **Licensure Information**.
 - b. A. Select the “**Add New**” button to begin entering your license information. A smaller window will then open asking for additional information.

RLD Intake

Pre-Screening

Introduction

Basic Information

Licensure Information

Jurisprudence Exam

Questions

Upload Documents

Attestation

Licensure Information

Specify all active licenses in another jurisdiction in similar profession
If you need to view, edit or delete any records, click the down arrow under action for that specific record.

Add New

License Number	Issuing State/Territory	Issue Date	Expiration Date	Action
		01/01/2020	12/31/2025	

- c. In the newly opened window, enter your full **License Number** exactly as it appears on your out-of-state license. Then use the dropdown to select the **State/Territory** that issued your license. You can then enter the **Issue Date** and **Expiration Date** in their respective fields by using the calendar icon. The format for dates is mm/dd/yyyy. Once your information is entered, select “**Save**”.

If you need to view, edit or delete any records, click the down arrow under action for that specific record.

State Licenses

* License Number

* Issuing State/Territory

* Issue Date

* Expiration Date

- d. If you selected “**Yes**” to the military question in your **Pre-Screening**, a secondary question will populate in the **Licensure Information** section. Use the dropdown to select your **Military Status** among **Active Duty**, **Spouse**, **Dependent/Child**, **Retired/Veteran**, and **Other**.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Licensure Information**
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Licensure Information

Specify all active licenses in another jurisdiction in similar profession.
If you need to view, edit or delete any records, click the down arrow under action for that specific record.

License Number	Issuing State/Territory	Issue Date	Expiration Date	Action

▼ **Military Information**

* Are you a military service member, veteran, or a military spouse or child/dependent?

Military service member means a person who is:

- serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; or
- the child of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard, provided that child is also a dependent of that person for federal income tax purposes; and

Recent veteran, means a person who has received an honorable discharge or separation from military service within the three years immediately preceding the date the person applied for a professional or license pursuant to this section.

* Military Status

– Clear –

Active Duty

Spouse

Dependent/Child

Retired/Veteran

Other

- e. With your license information added and your **Military Status** selected, click “**Next**” to proceed with the rest of your application.

Payment
Confirmation

✓ **Military Information**

* Are you a military service member, veteran, or a military spouse or child/dependent?

Yes

Military service member means a person who is:
 • serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard;
 • the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; or
 • the child of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; provided that child is also a dependent of that person for federal income tax purposes; and
Recent veteran, means a person who has received an honorable discharge or separation from military service within the three years immediately preceding the date the person applied for a professional or license pursuant to this section.

* Military Status

Active Duty

In order to determine if you satisfy for expedited military licensure under state law, you will be required to submit documents to show your status as a military service member, veteran, or military spouse or child; as well as information of your current license in good standing.

Save for later

Previous Next

7. On the Questions page, please answer all questions accurately with the most recent information.

RLD Intake

Pre Screening
Introduction
Basic Information
Questions
Jurisprudence Exam
Upload Documents
Attestation
Payment
Confirmation

Questions

* Do you certify that you are at least 18 years old?

☐ Yes

* Do you certify that you have worked as a licensed funeral service intern for at least 12 months, under the supervision of a licensed funeral service practitioner. Do you certify that during this training period, you assisted in making at least 50 funeral arrangements, and the directing of at least 50 funerals?

☐ Yes

* Do you certify that you have an associate's degree in funeral science requiring the completion of at least 60 semester hours from an institution whose funeral program is accredited by the American board of funeral service education or any other successor institution offering funeral service education recognized by the United States government.

☐ Yes

* I have obtained the required contagious and infectious diseases training by virtue of:

☐ Graduated from an accredited school of funeral service education within five (5) years prior to application;
☐ New Mexico licensed Funeral Service Intern under direct supervision and previously submitted proof of an approved course concerning contagious and infectious diseases and you actively maintained a Funeral Service Intern license for no more than five (5) years
☐ Certificate of Completion (to be uploaded later in the application)

* Do you certify that you have completed the "arts" section of the National Examination?

☐ Yes

* Do you certify that you have completed the required Department of Public Safety (DPS) Authorization of Release of Information Form, and submitted said form to the "DPS" for processing?

☐ Yes

You must complete the required background process prior to proceeding with your application. You may save your application and continue once you have completed this process.

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes
☐ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in 16.64.11.14 NMAC?

☐ Yes
☐ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

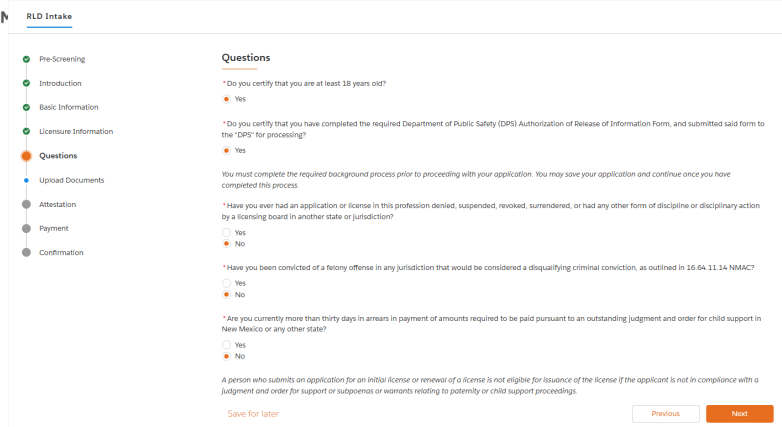
☐ Yes
☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

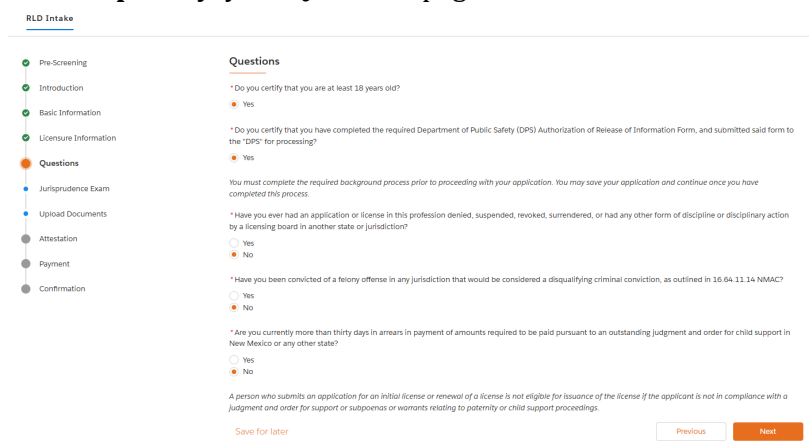
Save for later

Previous Next

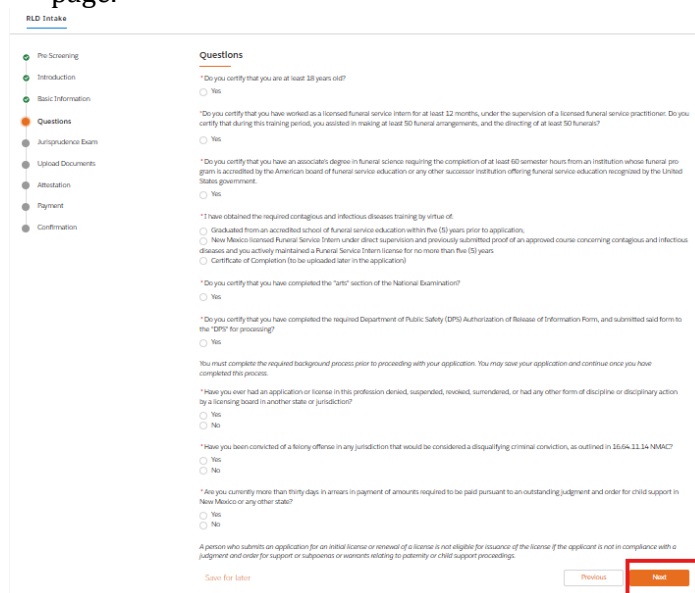
a. For **Military**, your Questions page will be as shown in the image below.



b. For **Reciprocity**, your Questions page will be as shown in the image below.



c. To complete the Questions page, select the “Next” button at the bottom right of the page.



8. On the Jurisprudence Exam page, select the “Launch New” button on the page.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Jurisprudence Exam

You must have a passing score to navigate further.

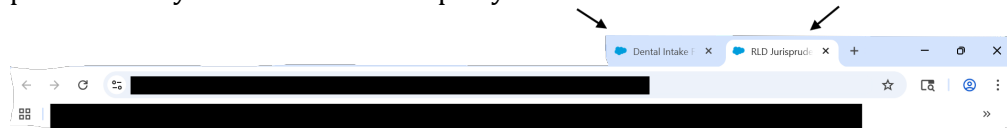
Attempts : 0

Launch New **Refresh**

Attempt	Name	Examination Date	Score in %	Result
---------	------	------------------	------------	--------

Save for later **Previous** **Next**

- a. A new page will open up for the exam, once the exam is complete you can select the previous tab you were on at the top of your browser.



- b. You will be able to view the attempt you made at the exam by selecting the orange "Refresh" button at the top right to view the score of your attempt to verify that you passed.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Jurisprudence Exam

You must have a passing score to navigate further.

Attempts : 0

Launch New **Refresh**

Attempt	Name	Examination Date	Score in %	Result
---------	------	------------------	------------	--------

Save for later **Previous** **Next**

- c. You are allowed 3 attempts to pass the JP Exam. If you do not score a passing grade within the 3rd attempts, your application, once submitted, will be placed on hold and you will be contacted by the Funeral Services Board.

Note: You can make 3 attempts of the exam to receive a passing grade. To make a new attempt select the "Launch New" button again.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Warning**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Warning

Is Exam Passed? **false**

Please complete your exam before moving into next step.

Save for later **Previous**

- d. Once you have passed the exam you can select the “Next” button at the bottom right of the page.

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam**
- Questions
- Uploaded Documents
- Attestation
- Payment

Jurisprudence Exam

Attempts : 1

Attempt	Name	Examination Date	Score in %	Result
1	PEX [REDACTED]	[REDACTED]	[REDACTED]	Pass

Previous **Next**

9. On the Upload Documents page, attach all requested and relevant documents to their designated column.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions
- Jurisprudence Exam
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Quarterly FSI Report	Quarterly reports showing completion of at least 50 funeral arrangements and directing of at least 50 funerals as an intern for no less than 12 months.			
* Mortuary Education / Official Transcripts	Proof of an associate's degree in funeral science requiring the completion of at least 60 semester hours from an institution whose funeral program is accredited by the American board of funeral service education or any other successor institution offering funeral service education recognized by the United States government.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later Previous **Next**

- a. Select the blue upload icon in each section to upload a document.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions
- Jurisprudence Exam
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

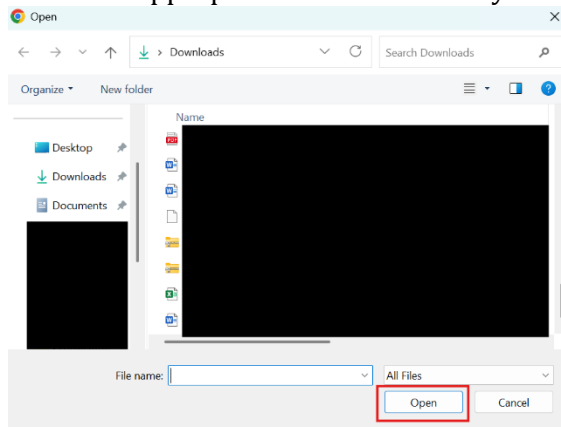
Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Quarterly FSI Report	Quarterly reports showing completion of at least 50 funeral arrangements and directing of at least 50 funerals as an intern for no less than 12 months.			
* Mortuary Education / Official Transcripts	Proof of an associate's degree in funeral science requiring the completion of at least 60 semester hours from an institution whose funeral program is accredited by the American board of funeral service education or any other successor institution offering funeral service education recognized by the United States government.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later Previous **Next**

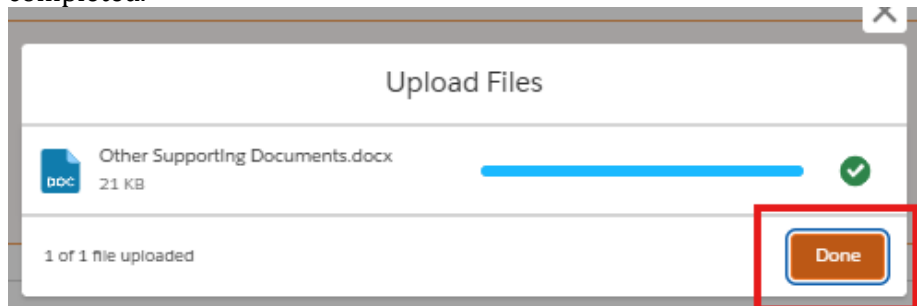
- b. Review the document size and type requirements before uploading, then select the Upload File button.



- c. Select the appropriate document from your files and then select “Open”



- d. The file will notify you when it's completed. Select the “Done” button when it's completed.



- e. You will be able to see your document added and can then select the “Close” option.



- f. You will be able to see the documents in each section once you have completed the uploads.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions
- Jurisprudence Exam
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Quarterly FSI Report	Quarterly reports showing completion of at least 50 funeral arrangements and directing of at least 50 funerals as an intern for no less than 12 months.		Other Supporting Documents	
* Mortuary Education / Official Transcripts	Proof of an associate's degree in funeral science requiring the completion of at least 60 semester hours from an institution whose funeral program is accredited by the American board of funeral service education or any other successor institution offering funeral service education recognized by the United States government.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

- g. For **Reciprocity**, your document requirements will be as shown in the images below.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Licensure Information
- Questions
- Jurisprudence Exam
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Verification of Experience	Proof of experience earned within the last 5 years.			
* Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

- h. For **Military**, your document requirements will be as shown in the image below.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Licensure Information
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Military Document	For active military members: a copy of military orders. For veterans (deceased or separated): proof of honorable discharge such as a copy of DD Form 214, DD Form 215, DD Form 206, DD Form 257, NGB Form 22, military ID card, a driver's license or state ID card with a veteran's designation, or other documentation verifying honorable discharge.			
* Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

- i. Once all documents are added, select the orange "Next" button.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions
- Jurisprudence Exam
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Quarterly FSI Report	Quarterly reports showing completion of at least 50 funeral arrangements and directing of at least 50 funerals as an intern for no less than 12 months.			
* Mortuary Education / Official Transcripts	Proof of an associate's degree in funeral science requiring the completion of at least 60 semester hours from an institution whose funeral program is accredited by the American board of funeral service education or any other successor institution offering funeral service education recognized by the United States government.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous

Next

10. On the Attestation page, review the statement on the screen. Then select the checkbox to certify your agreement. After, enter your name and select the “Next” button at the bottom right.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

Attestation

Application Attestation

☐ I hereby certify that I am the person described and identified in this application; this application contains no willful misrepresentation; and the information given by me is true and complete to the best of my knowledge and belief.

☐ I further certify I will, upon receipt, read the New Mexico Dental Health Care Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

Save for later

Previous

Next

11. On the Payment page, review the notice before making any selections.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select "Operating Transfer" if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$

Please click the **Pay & Submit** button to proceed with the payment.

Save for later

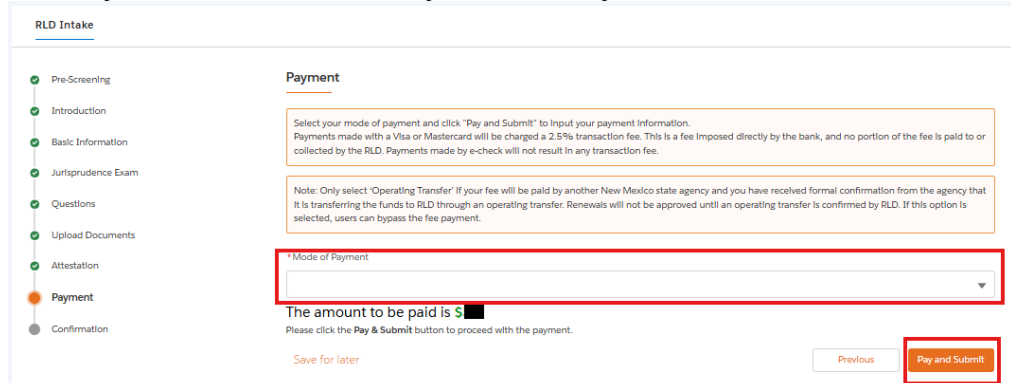
Previous

Pay and Submit

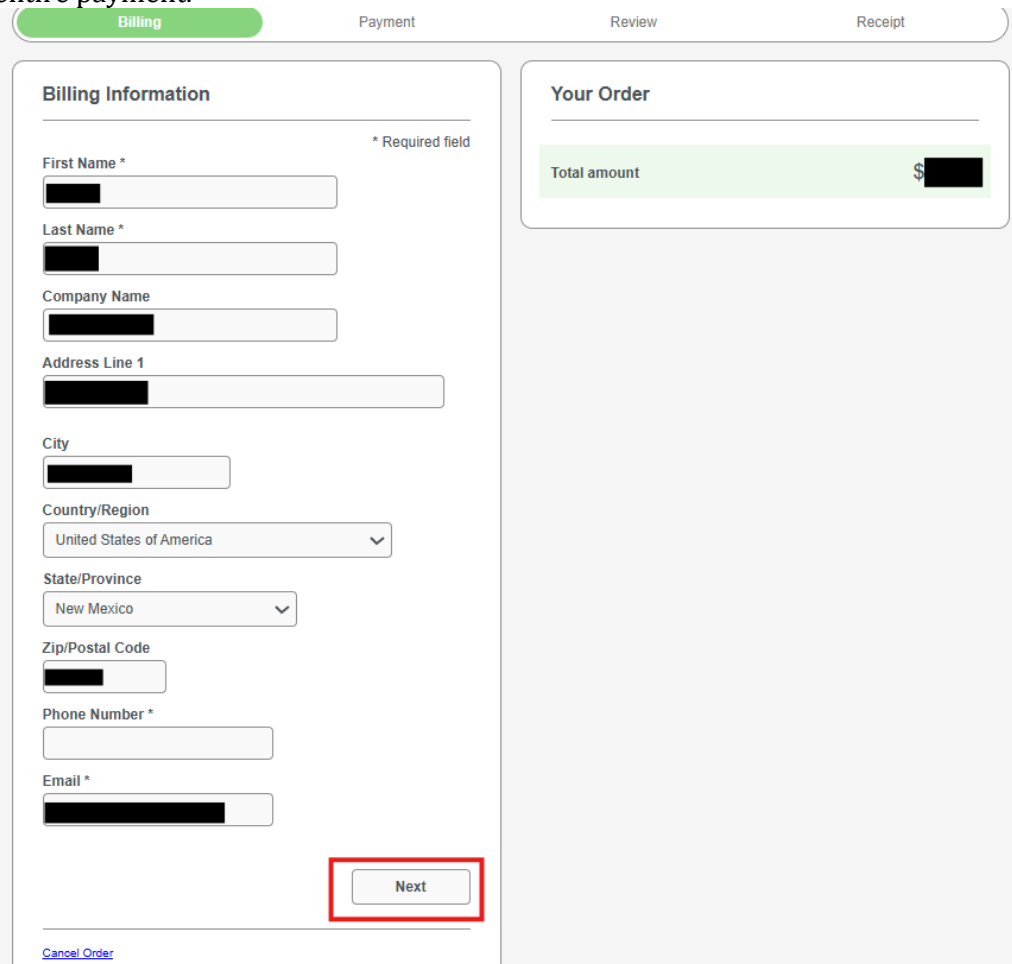
- a. **Military Applications DO NOT** require payment.
- b. Select a Mode of Payment then the “Pay and Submit” button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

Note: Payment is a separate system and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email

address you have entered in the Payment Gateway.



- c. Ensure all required fields are completed and click “Next” button to proceed through entire payment.



12. Once your payment is completed, your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.

Board of [REDACTED]
PAR-0000 [REDACTED]

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment**

Payment

You have completed the payment.
The amount paid is \$ [REDACTED]

[Previous](#)

13. On the home page, the application will appear under My Applications with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)