



ARKANSAS INSURANCE DEPARTMENT FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

APPLICATION FOR OUT-OF-STATE LICENSURE – EMBALMER AND/OR FUNERAL DIRECTOR **COMPLETION INSTRUCTIONS**

Pre-Application Instructions:

- To minimize delays in the processing of this application, you are encouraged to read, understand, and follow the requirements under the **Arkansas Code Annotated** and **Rule VIII**:
 - A.C.A. § 17-29-310 License Requirements for out-of-state licenses. [Effective July 1, 2018]
 - Rule VIII - License Requirements for Out-of-State Licenses.

The current A.C.A. and Rule VIII are available online at:

<https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/rules-regulations/>

Items required to be submitted at the time of application:

1. Completed, signed, and notarized ***Application for Out-of-State Licensure – Embalmer and/or Funeral Director*** form.
2. A **recent** color photograph of yourself (scan and e-mail to AID.EFD@arkansas.gov)
3. \$150.00 Application Fee (Per license. \$300.00 total if the applicant holds both an embalmer's and a funeral director's license.)
4. Official transcript from the mortuary school (Embalmer License).
5. The "Verification of License" portion (Page 4 of Application) shall be sent to the state(s) in which the applicant is currently licensed for them to complete, sign, and return to our offices.
6. Complete ASP-122 form and include a separate business check, cashier's check, or money order in the amount of \$22.00. DO NOT send a personal check it will be returned. Please mail together in the same envelope.

Additional Instructions:

- After all portions of the application are received by the Funeral Services Division, the applicant will be issued a temporary working number that will allow him/her to work as a funeral director, embalmer, or both, for a period of one (1) calendar year.
- The applicant will be sent a temporary pocket card and letter, plus all required study materials.
- The applicant will be required to take and pass the *Arkansas Laws, Rules, and Regulations* exam by applying through the International Conference of Funeral Service Examining Boards at:
<https://theconferenceonline.org/>

If you have any questions regarding the application process, please contact our offices at **(501) 682-0574**.

Return Completed Application To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov