



NORTH CAROLINA BOARD OF FUNERAL SERVICE

2026 LICENSE RENEWAL

IMPORTANT INFORMATION FOR LICENSEES AND PERMIT HOLDERS!

On December 31, 2025, the following licenses and permits will expire:

Funeral Director
Funeral Service
Embalmer

At Need Establishment & Chapels
Preneed Establishment
Crematory & Hydrolysis Permits
Provisional Funeral Director

Inactive License
Individual Preneed Sales License
Crematory Manager
Removal & Transportation Permit

All license and permit renewals have been online since 2020. The Board no longer mails paper renewal applications, but for those needing a paper application, please call the Board office at (919) 733-9380 **after** December 8, 2025.

Reminder... The Board no longer mails business permit certificates. Business permit certificates will be automatically emailed upon renewal approval so that you can print them locally. **Please be sure that you have included a current and valid email address on all renewal applications to ensure timely delivery.**

Getting Started

Step 1: Go to <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>

Step 2: Indicate whether your renewal is Person or Establishment.

Step 3: Log in to your profile.

Step 4: Answer the questions and follow the prompts for renewal and payment

How To Renew Multiple Licenses/Permits At One Time

For Individuals Renewing a Funeral Director, Funeral Service or Embalmer license at Establishments Using the Multiple Renewal Option:

- Visit the online iGov portal at <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>
- Log in to your profile and answer the questions on your online application renewal screen.
- On the “**Affirm and Submit**” page, you have an option to select the box, “**Pay Later/Establishment Payment.**” If this option is selected, you will receive a completion notification and be able to print your renewal application. The Confirmation Number will show as “**Waiting for Payment.**”

- To check the status of your renewal payment, you will need to log back into your profile. Your renewal payment may be pending until your establishment has completed payment for all licenses and permits. If you have questions, please contact appropriate funeral home staff at your location who are responsible for license and permit renewals.

Please do not call the Board office because we will not have information on the status of payments by any particular establishment!

For **Establishments** Renewing At Need and Preneed permits; Individual Licenses (Funeral Director, Funeral Service and Embalming); and Preneed Sales Licenses:

- Visit the online iGov portal at <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>
- Log in to your establishment profile and answer the questions on the online application renewal screen.
- On the **“Affirm and Submit”** page, you have an option to select the box, **“Pay Later/Establishment Payment.”** If this option is selected, you will receive a completion notification and be able to print your renewal application. The Confirmation Number will show as **“Waiting for Payment.”**
- Once all your renewals have been completed, log back into your Funeral Establishment profile. You will see an alert at the top of the screen in red which says **“You have unpaid renewals in your cart. Click Here to Pay and Renew.”** Click on **“Here”** to open the cart. Select all applicable license renewal types and then follow the prompts for payment.
- Upon successful completion of payment, no confirmation number is provided. A confirmation email will be sent to the licensee and establishment once payment has been made.

Important Information for Preneed Sales Licensees

- Individual preneed sales licenses are renewed jointly with the preneed establishment. For all licensees holding a current preneed sales license, please check with each preneed establishment where you are licensed to assure that your license is renewed for calendar year 2026.
- Preneed establishments wishing to add a new preneed sales licensee should enter the Funeral Service or Funeral Director license number for the new licensee. The \$20 application fee will be automatically added to the Total Amount Due. New preneed sales licensees added cannot sell preneed products until January 1, 2026. Remember that new preneed sales licensees not previously licensed must complete a Board-sponsored course on preneed statutes and rules as a condition of licensure.
- If you are not renewing the preneed sales license for an individual shown on your list of preneed sales licensees, please leave the “Renew” box unchecked.