



North Carolina Board of Funeral Service

REQUIREMENTS FOR RECIPROCAL LICENSURE

STEP 1: Submit an Application for Reciprocal Licensure and the application fee. The application is found at www.ncbfs.org under the **For Licensees** tab. Once opened, click on **Applications and Forms**. Then, look for the application under **Individual Licenses**.

STEP 2: Complete the **Verification of Licensure for Reciprocal Applicants** form which is found under **Individual Licenses** [see above]. Mail this form to all states where the applicant holds an active license.

STEP 3: Complete a Fingerprint Submission card. Upon receipt of the Application for Reciprocal Licensure, the Board will mail the fingerprint submission card which must be taken to a local law enforcement agency for fingerprinting. The card will be returned to you. Mail the completed fingerprint card in the envelope we provide to the NC State Bureau of Investigation who will conduct a criminal history background check. Complete the **Release of Information** form and mail to the NC Board of Funeral Service along with a money order or cashier's check in the amount of \$38.00 made payable to the NC SBI. The Board will mail you the **Release of Information** along with the fingerprint card and return envelope.

All applicants must satisfactorily complete the following requirements:

- a. be at least 18 years of age;
- b. be of good moral character;
- c. hold an active, valid license in a jurisdiction that will reciprocate a North Carolina license to practice as a funeral director, embalmer, or funeral service licensee;
- d. provide verification(s) that the applicant holds a valid license in good standing from each state licensing board regulating the jurisdiction(s) where the applicant is currently licensed;
- e. have passed the North Carolina State Board Laws and Rules Exam; and
- f. have practiced in the profession for at least three years in a jurisdiction that will reciprocate a North Carolina license to practice as a funeral director, embalmer, or funeral service licensee.

The NC Board of Funeral Service issues reciprocal licenses to those applicants completing the requirements listed above. Additionally, applicants must hold licensure from a state that reciprocates North Carolina and that has licensure requirements *equal to or greater* than those in North Carolina *at the time the license was issued*.