



**NORTH CAROLINA BOARD OF FUNERAL SERVICE**

1033 WADE AVE., SUITE 108  
RALEIGH, NC 27605

PHONE (919) 733-9380  
FAX (919) 733-8271

**2022 COURTESY CARD RENEWAL APPLICATION**

**INSTRUCTIONS**

- 1) This application must be typed or printed legibly in ink, signed by the applicant, and notarized. Illegible applications will be returned to the applicant. Incomplete applications will be denied.
- 2) This application must be accompanied by a non-refundable fee of \$50.00. Pursuant to 21 NCAC 34A .0202 and N.C.G.S. 25-3-506, a fee of \$25.00 will be charged for returned checks.
- 3) Courtesy cards expire on December 31, 2021. This application for renewal and fee for the 2022 permit is due on December 31, 2021.

1. Full Name: \_\_\_\_\_
2. Physical Address of Personal Residence: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address of Personal Residence (if different than Physical Address): \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Name and Address of Employer: \_\_\_\_\_
4. Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_
5. E-mail address: \_\_\_\_\_
6. Which type of courtesy card are you seeking? \_\_\_\_\_ Funeral Service \_\_\_\_\_ Funeral Directing \_\_\_\_\_ Embalming
7. In what jurisdiction(s) do you presently hold a funeral service, funeral directing, or embalming license?  
\_\_\_\_\_
8. List any and all license(s) held in the jurisdiction(s) listed in response to Question 7. For each license, provide the license number and its expiration date.  
\_\_\_\_\_  
\_\_\_\_\_
9. Has your place of employment changed since last year's renewal? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Since last year's renewal, have you been convicted of any felony or misdemeanor crime(s) (excluding traffic infractions)?  
Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, attach a detailed statement providing the jurisdiction, charge, and disposition of each conviction.**

[PLEASE COMPLETE BOTH SIDES]

11. Since last year's renewal, have you had any occupational or business license which has been denied, suspended, or revoked by any local, state, or federal agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, attach a statement providing complete details as to the reason for denial and the date, location, and details of any violation that led to action against your license, the terms of any discipline imposed by the licensing authority and whether said terms have been satisfied.**

12. Since last year's renewal, have you been the subject of any investigation for employee misclassification?

Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, attach a statement giving complete details as to the results of the investigation.**

**NC INDUSTRIAL COMMISSION PUBLIC NOTICE STATEMENT**

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-786(a)(5)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission: Employee Classification Section, North Carolina Industrial Commission, 1233 Mail Service Center Raleigh, NC 27699-1233 Telephone: (919) 807-2582 Fax: (919)715-0282 Email: [emp.classification@ic.nc.gov](mailto:emp.classification@ic.nc.gov)

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor.

**VERIFICATION BY APPLICANT**

State of North Carolina, County of \_\_\_\_\_

\_\_\_\_\_ (Applicant for Courtesy Card), certify that he (she) is the person applying for renewal of the Courtesy Card referenced herein; that he (she) is the person who prepared the foregoing application; that he (she) has read the foregoing application and that the same is true of his (her) own knowledge except as to matters and things therein stated on information and belief and that as to such matters and things he (she) believes them to be true. The applicant agrees to strictly observe the provisions of the laws of the State of North Carolina, and the Rules of the North Carolina Board of Funeral Service. The applicant further agrees not to establish or maintain a funeral establishment in North Carolina. The applicant further agrees not to advertise funeral services in North Carolina. The applicant understands that, should a Courtesy Card be granted, it may be revoked or suspended under the provisions of Article 13C, Chapter 90, General Statutes of North Carolina and the Rules and Regulations of the Board of Funeral Service adopted pursuant to said Article.

I further certify that I have read the NC Industrial Commission Public Notice Statement above and that I understand it.

\_\_\_\_\_  
**Signature of Applicant**