

Board of Funeral Service
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880

RENEWAL APPLICATION

License No

Check For New Address.
Indicate any changes below.

Name

Address

City State Zip Code

Country

ACTIVE MORTICIAN (MTN) \$300.00

INACTIVE MTN \$150.00

ACTIVE CREM OP (CMO) \$150.00

INACTIVE CMO \$75.00

ACTIVE CREM TECH (CMT) \$150.00

INACTIVE CMT \$ 75.00

Your Montana Funeral Service individual license will expire on July 1.

TO RENEW ONLINE GO TO: <https://ebiz.mt.gov/pol> (Online transactions must be completed no later than 11:59 PM, MT on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) **OR**

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check or money order for the amount indicated above, made payable to the Board of Funeral Service. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after **JULY 1** will be assessed a penalty fee by state law of 100% of the renewal fee. This fee will be in addition to the renewal fee.
- 5) Sign the renewal application.
- 6) Return the renewal application and fee to the Board office postmarked by **JULY 1**.
- 7) A renewal returned to a licensee for any reason must be re-postmarked by **JULY 1** to avoid paying the late fee.

CONTINUING EDUCATION STATEMENT FOR ACTIVE MORTICIAN LICENSEES ONLY:

Per ARM 24.147.2101, Morticians with active licenses, beginning with their first full year of licensure, shall complete a minimum of 12 hours of approved continuing education in a two-year period, beginning July 1, 2013, with a minimum of three hours addressing the FTC funeral rule, federal or state regulations governing safety and sanitation of funeral services practice, board rules governing funeral trusts, or funeral ethics. The board will conduct the first audit under this rule after July 1, 2015, and every odd-numbered year thereafter. Morticians with active licenses licensed less than two full years on their first audit must provide proof of six hours of continuing education.

Statement: By signing this application, I declare under penalty of perjury that I have completed the required hours of continuing education.

Incomplete or unsigned renewal applications will not be processed and will be returned. It is unlawful for a person who refuses or fails to renew their license to practice in this state.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: _____ Date: _____