

GEORGIA STATE BOARD OF FUNERAL SERVICE

237 Coliseum Dr.
Macon, GA 31217
404-424-9966
www.sos.ga.gov/plb/funeral

APPLICATION FOR LICENSE TO BE CHANGED TO INACTIVE STATUS (must be submitted prior to the expiration date of the currently active license)

GENERAL INFORMATION

Info to know about inactive license status:

250-5-.11 Inactive Status.

A person must have a current Georgia license in order to apply for inactive status.

(a) A funeral director or embalmer who holds a current license and who will not practice funeral directing or embalming in Georgia may apply for inactive status by completing an application for inactive status and submitting the appropriate fee (see Fee Schedule) to the Board. Once the license is on inactive status, an embalmer or funeral director **shall not** practice embalming or funeral directing in the State of Georgia while that license is on Inactive Status.

(b) In order to place a license on inactive status, the license must be in good standing and the licensee must show that he/she has met continuing education hours which will be required at their next renewal.

(c) A funeral director or embalmer who wishes to reactivate an inactive license must submit to the Board an Application to Reactivate, appropriate fee, and documentation of continuing education.

1. If the request to reactivate is received more than two years but less than four years from the date on which inactive status was approved, the licensee must document five (5) continuing education hours.

2. If the request to reactivate is received four or more years after the date on which inactive status was approved, the licensee must document 10 continuing education hours and take and pass the State Laws and Rules Examination, notwithstanding the fact that he/she may have passed the Laws and Rules Examination on a prior date.

APPLICATION PROCEDURE

- Submit the Application for License to be Change to Inactive Status **prior to the expiration date of the license(s)**, along with the non-refundable fee, the original license(s) issued to you by the Board, and a copy of your certification(s) of completion of 10 (ten) hours of continuing education required for the next renewal period.
- Upon satisfactory submission of the application package, your license(s) will be placed on Inactive Status. You will be notified in writing of the change in your license status.
- During Inactive Status, you **may not practice** as a funeral director or embalmer.

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**APPLICATION FOR LICENSE TO BE
CHANGED TO INACTIVE STATUS**

*(must be submitted prior to the expiration date
of the currently active license)*

Date Entered _____
Receipt # _____
Submitted \$ _____
Date Issued _____

Embalmer License # EMB _____ - \$35.00 fee*
**(non-refundable)*

Funeral Director License # FD _____ - \$35.00 fee*
**(non-refundable)*

Please check this box if you are a military spouse or a transitioning service member of the United States armed forces (including the National Guard).

Name as appears on
current license: _____

Social Security # ¹:

_____|_____|_____|_____|_____|_____| - ____|____| - ____|____|____|

Date of Birth:

____|____| - ____|____| - ____|____|____|

This information is authorized to be obtained & disclosed to state & federal agencies pursuant to O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Residential Address:

PHYSICAL ADDRESS - NUMBER AND STREET NAME REQUIRED (P.O. BOX NOT ACCEPTABLE)

APT #

CITY

____|____|
STATE

____|____|____|____| -
ZIP

____|____|____|
APT #

Mailing ²
Address:

(P.O. BOX ACCEPTABLE)

² O.C.G.A. §43-1-2 (k) Your name, mailing address and license number are public information and will appear on Secretary of State's website

CITY

____|____|
STATE

____|____|____|____| -
ZIP

____|____|____|
APT #

Daytime Phone #

____|____|____| - ____|____|____| - ____|____|____|

Evening Phone #

____|____|____| - ____|____|____| - ____|____|____|

E-mail Address ³: _____

³Required for communication with Board staff. Your email will not be shared with third parties.

I hereby make application to place my current, valid embalmer and/or funeral director, as indicated above, on Inactive Status in accordance with Board Rule 250-5-.11. As required, enclosed with this application are:

- My original license(s) for which I am applying for Inactive Status;
- Documentation of 10 (ten) Continuing Education hours;
- The non-refundable fee for the license(s) indicated.

I attest that I am not practicing embalming or funeral directing in Georgia, and I will not practice embalming or funeral directing in Georgia until I have requested and been approved by the Board to reactivate my license(s).

Signature of Applicant

Subscribed and sworn to before me
this _____ day of _____, _____

_____/_____/_____
Date

Notary Public
My Commission Expires _____

NOTARY SEAL

**GEORGIA STATE BOARD OF FUNERAL SERVICE
FEE SCHEDULE**

Note: Fees are non-refundable.

FUNERAL ESTABLISHMENT		CREMATORY ESTABLISHMENT	
Initial Application Fee	\$150.00	Initial Application Fee	\$150.00
Renewal Fee – on or by March 31 of renewal year	\$140.00	Renewal Fee – on or by March 31 of renewal year	\$140.00
Late Renewal Fee – April 1 - April 30 of renewal year	\$390.00	Late Renewal Fee – April 1 - April 30 of renewal year	\$390.00
Licenses not renewed by May 1 of renewal year will be lapsed - requires reinstatement, at Board's discretion		Licenses not renewed by May 1 of renewal year will be lapsed - requires reinstatement, at Board's discretion	
Change of Establishment Name	\$150.00	Change of Establishment Name	\$150.00
Change of Establishment Location/Address	\$150.00	Change of Establishment Location/Address	\$150.00
Change of Funeral Director In Full And Continuous Charge	\$50.00	Change of Funeral Director In Full And Continuous Charge	\$50.00
Change of Ownership	No Fee	Change of Ownership	No Fee
Re-Inspection, If Initial Inspection Is Failed	\$100.00	Re-Inspection, If Initial Inspection Is Failed	\$100.00
FUNERAL DIRECTOR		EMBALMER	
Initial Application Fee	\$50.00	Initial Application Fee	\$ 50.00
Initial Application Fee for License by Endorsement or Reciprocity - must hold a current/valid Georgia Embalmer License	\$175.00	Initial Application Fee for License By Endorsement or Reciprocity	\$175.00
Renewal – on or by March 31 of renewal year	\$100.00	Renewal - on or by March 31 of renewal year	\$100.00
Late Renewal – April 1 - April 30 of renewal year	\$200.00	Late Renewal – April 1 - April 30 of renewal year	\$200.00
Reinstatement –At Board's Discretion, After April 30 of renewal year	\$300.00	Reinstatement –At Board's Discretion, After April 30 of renewal year	\$300.00
EMBALMER + FUNERAL DIRECTOR		APPRENTICESHIP	
Initial Application Fee for BOTH License types by Endorsement or Reciprocity – does not include GA Law & Rules Exam Fee	\$350.00	Initial Registration Fee	\$40.00
		Renewal – on or by March 31 of renewal year	\$70.00
INACTIVE STATUS / REACTIVATION		Late Renewal –April 1 - April 30 of renewal year	\$140.00
Inactive Status Application Fee, per license type	\$ 35.00	Reinstatement required after May 1 of renewal year	\$180.00
Reactivation Fee, per license type	\$100.00	Change of Apprenticeship Location	\$ 20.00
EDUCATION PROVIDERS		Change of Supervising Embalmer and/or Funeral Director	\$ 20.00
Application for Approved Continuing Education Provider (submit at least 1 completed CE course for board review)	\$250.00 per provider per renewal	Verification of Apprenticeship Hours	\$ 35.00
EXAMINATION INFO		OTHER FEES	
Georgia Laws & Rules Exam is given by PSI; 800-733-9267; www.psiexams.com National Exam – contact The Conference at 479-442-7076; www.theconferenceonline.org		License Verification Letter (order online)	\$ 35.00
		Duplicate License (blue card)/Wall Certificate (may order thru website)	\$ 25.00
		Decorative Wall Certificate, per license type	\$ 50.00

NOTE: Check or money order payable to GEORGIA STATE BOARD OF FUNERAL SERVICE. Fees may be changed at the discretion of the Board without prior notice. Application Fees are non-refundable. Other refund requests must be in writing. Returned checks will incur fees in accordance with Code Section 16-9-20 of the Criminal Code of Georgia.