

EMBALMER

INITIAL/RECIPROCITY APPLICATION CHECKLIST

APPLICATION CHECKLIST	
	INITIAL application requirements:
	A transcript (unofficial transcripts are acceptable) from an accredited or provisionally accredited school verifying the applicant's graduation from a mortuary science program as required in A.R.S. § 32-1322(A)(3).
	Documentation of passing of the National Board Exam (NBE)- Science to be sent directly from The Conference to the Department as required in A.R.S. § 32-1322(B)(1).
	A completed Embalmer Report form documenting successfully assisting in embalming at least twenty-five dead human bodies, as required in A.R.S. § 32-1322(A)(4).
	A completed Notarized Professional Verification form .
	RECIPROCITY application requirements:
	Documentation of the valid professional license issued to the applicant by each state in which the applicant holds a professional license. The valid license must be in good standing and at least 1 year old to qualify for reciprocity.
	A completed License Verification Request form . This form should be requested from the state(s) the applicant holds a license, and be sent directly from each state to the Bureau of Licensing for Professions and Occupations (BLPO). Email or postal mail is acceptable.
	A completed Equivalency Verification form .
	Proof of Arizona residency (a valid Arizona ID, residential water bill, rental agreement, etc.).
	The following is required for both the INITIAL and RECIPROCITY applications:
	A non-refundable application fee of \$85 plus an initial license fee of \$85; an additional non-refundable fee of \$22 for the fingerprint background check will be assessed at the time of payment in the Licensing Management System Portal. Visa, Mastercard, or electronic check information is accepted.
	A photocopy of citizenship or authorized presence document. If the document submitted does not contain your photograph, you must provide another government-issued document that contains your photograph.
	A completed 8x8 inch fingerprint card with Applicant's recent fingerprints. Prints must be rolled and sent directly to: Arizona Department of Health Services - Bureau of Licensing for Professions and Occupations (BLPO) - Funeral Services, 150 N. 18th Ave, Suite 410, Phoenix, AZ 85007 . Fingerprint Clearance cards will not be accepted.
	Successfully passing the Embalmer State Laws and Rules Examination, as required in A.R.S. § 32-1322(A)(2). A non-refundable \$80 exam registration fee will be assessed at the time of application submission within the Licensing Management Portal. Details regarding taking the exam will be provided after your application is submitted.
	If current legal name is different than the name on any of the documents submitted, provide a photocopy of a name linkage document (marriage certificate, divorce decree, court order, etc.).
	If convicted of a misdemeanor or felony (including DUI), a photocopy of court records documenting disposition and verification of completion of disposition must be submitted with the application.
	If the applicant has had a professional license or certificate suspended, revoked, or had disciplinary action taken against the professional license or certification within the previous five years, documentation that includes: <ul style="list-style-type: none"> • The date of the disciplinary action, revocation, or suspension; • The state or nationally accredited certifying body that issued the disciplinary action, revocation, or suspension; and • An explanation of the disciplinary action, revocation, or suspension.
	If currently ineligible for licensing or certification in any state because of a license revocation or suspension, provide a photocopy of documentation that includes: <ul style="list-style-type: none"> • The date of the ineligibility; • The state or jurisdiction of the ineligibility; and • An explanation of the ineligibility for licensing or certification.