

INITIAL/RECIPROCITY APPLICATION CHECKLIST

APPLICATION CHECKLIST	
INITIAL application requirements:	<p>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).</p>
	<p>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).</p>
	<p>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).</p>
	<p>A completed Notarized Professional Verification form.</p>
RECIPROCITY application requirements:	<p>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.</p>
	<p>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.</p>
	<p>A completed Equivalency Verification form.</p>
	<p>Proof of Arizona residency (a valid Arizona ID, residential water bill, rental agreement, etc.).</p>
The following is required for both the INITIAL and RECIPROCITY applications:	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.).</p>
	<p>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.</p>
	<p>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:</p> <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.
	<p>If currently ineligible for licensing or certification in any state because of a license revocation or suspension, provide a photocopy of documentation that includes:</p> <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.