

## FUNERAL DIRECTOR

### INITIAL/RECIPROCITY APPLICATION CHECKLIST

| APPLICATION CHECKLIST                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>INITIAL application requirements:</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                     | 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 Arizona Revised Statutes (A.R.S.) § 32-1322(B)(3).                                                                                                                                                                                                                                                                                                                         |
|                                                                                     | Documentation of passing of the National Board Exam (NBE)- Arts to be sent directly from The Conference to the Department as required in A.R.S. § 32-1322(B)(1).                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                     | A completed <b>Funeral Director Case Report</b> showing documentation of successful arranging and directing of at least twenty-five funerals as required in A.R.S. § 32-1322(B)(4).                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>RECIPROCITY application requirements:</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                     | 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 <b>License Verification Request form</b> . 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 <b>Equivalency Verification form</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                     | Proof of Arizona residency (a valid Arizona ID, residential water bill, rental agreement, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>The following is required for both the INITIAL and RECIPROCITY applications:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                     | 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: <b>Arizona Department of Health Services - Bureau of Licensing for Professions and Occupations (BLPO) - Funeral Services, 150 N. 18<sup>th</sup> Ave, Suite 410, Phoenix, AZ 85007</b> . Fingerprint Clearance cards will not be accepted.                                                                                                                                                                                                        |
|                                                                                     | Successfully passing the Funeral Director State Laws and Rules Examination, as required in A.R.S. § 32-1322(B)(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"> <li>• The date of the disciplinary action, revocation, or suspension;</li> <li>• The state or nationally accredited certifying body that issued the disciplinary action, revocation, or suspension; and</li> <li>• An explanation of the disciplinary action, revocation, or suspension.</li> </ul> |
|                                                                                     | 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"> <li>• The date of the ineligibility;</li> <li>• The state or jurisdiction of the ineligibility; and</li> <li>• An explanation of the ineligibility for licensing or certification.</li> </ul>                                                                                                                                                                   |