

Professional Licensing Agency
 402 West Washington Street
 Room W072
 Indianapolis, IN 46204



Eric J. Holcomb
 Governor of Indiana
Lindsay M. Hyer
 PLA Executive Director

Funeral Director and Embalmer Reinstatement Form

Your license has been expired for three or more years. To reinstate by mail, complete and mail this document with the reinstatement fee of \$100.00 with the required documents to the address above. Make check or money order payable to 'Indiana Professional Licensing Agency.' If you answer 'Yes' to question 1, 2, or 3 below send a detailed statement regarding the response with your renewal form.

LICENSEE INFORMATION: Update address, if needed, and provide a current phone number and email address			
Licensee Name	License Number	Expiration Date	Reinstatement Fee
Street Address:	City	State	Zip
Phone Number	Email Address		
RENEWAL QUESTIONS			
1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending in any state or U.S. territory?			YES NO
2. Have you been denied a license, certificate, registration, or permit in any state or U.S. territory?			YES NO
3. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state or U.S. territory?			YES NO
4. You may renew your license to Inactive status if you haven't completed your CE requirements by checking this box.			<input type="checkbox"/>
LICENSEE AFFIRMATION			
I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge and that, if renewing active, I have completed the continuing education required by IC 25-15-6-5 and 832 IAC 4 to renew a funeral director or embalmer license in active status.			
Signature of Licensee		Date (month, day, year)	

Required Documents: Please submit the following with your form and fee:

- Letter of work history or resume to include the following information since the expiration of your Indiana license: place(s) of employment
 - Verification of any license in another state.
 - Proof of Continuing Education including 10 hours for the initial expiration date (4 in IN law) plus 5 hours for each year *after* expiration date (2 of the 5 in Law)
 - Once reviewed, you will be informed that you may pay your Indiana Law Exam fee of \$50.00, and you will be scheduled for the next exam.
- After your license has been reinstated, you will need to print a free license card or order one from our website at www.in.gov/pla/license.htm to comply with the posting requirement.
 - If a tax protest has been recorded on your license according to the Indiana Department of Revenue (DOR), your license may not be renewed until this agency receives confirmation from the DOR that the protest is removed.

Visit www.pla.in.gov for additional information regarding your license, including continuing education requirements.

FOR OFFICE USE ONLY		
Renewal Fee:	Receipt No.:	Date: