

## RENEWAL NOTICE

All funeral service practitioner and embalmer licenses expire on December 31 of each odd-numbered year.

All certificates of apprenticeship expire on December 31 of each year.

All preneed salesperson certificates of registration expire on March 1 of each even-numbered year.

All licenses to operate a funeral establishment or an immediate disposition company, all certificates of authority to operate a cemetery or a crematory expire December 31 of each even-numbered year.

The Oregon Mortuary and Cemetery Board (Board) shall mail to each licensed funeral service practitioner, to each licensed embalmer, to each actively registered apprentice, to each registered preneed salesperson, to each licensed operator of a funeral establishment or immediate disposition company and to each cemetery and crematorium holding a certificate of authority under ORS 692.275, addressed to the licensee or certificate holder at the licensee's or certificate holder's last-known address, a notice that the renewal fee is due and payable and that if the fee is not paid by the renewal date the license or certificate of authority shall lapse. The notice that the renewal fee is due and payable shall be mailed to all:

**licensed facilities on or before November 1 of each even-numbered year;**

licensed funeral service practitioners and embalmers on or before November 1 of each odd-numbered year;

**registered apprentices on or before November 1 of each year; and,**

registered preneed salespersons on or before December 31 of each odd-numbered year.

In order to renew your license, you must complete and return the renewal form with the applicable renewal fee by December 31. If your renewal is postmarked after December 31, you must include a reinstatement fee of \$50.00 per license. Failure to renew and pay all fees within 90 days of December 31 will result in a permanently lapsed license.

**Promptly notify this office, in writing, of a change in your mailing address.** Send all changes to:

Oregon Mortuary and Cemetery Board  
800 NE Oregon Street, Suite 430  
Portland, Oregon 97232-2195

This page was last updated June 29, 2006.