



MCB

OREGON MORTUARY & CEMETERY BOARD

Regulating Death Care Facilities & Practitioners in Oregon.

RENEWAL RELATED

All funeral service practitioner and embalmer licenses expire on January 1 of each even-numbered year (two year licensing cycle) unless license is renewed by December 31 of the odd-numbered year (before current license expires).

All certificates of apprenticeship expire on January 1 of each year, unless renewed before December 31 (before current certificate expires).

All preneed salesperson certificates of registration expire on March 1 of each even-numbered year (two year licensing cycle) unless certificate is renewed before the end of February (before current certificate expires).

All licenses to operate a funeral establishment or an immediate disposition company, all certificates of authority to operate a cemetery or a crematory expire January 1 of each odd-numbered year, unless it is renewed by December 31 of the even-numbered year (before current license expires).

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 (before current license expires). 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.

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