

**A Duplicate License Fee of \$15.00 Must Accompany This Application.**

**APPLICATION FOR A LICENSURE TRANSFER  
OF AN ASSISTANT FUNERAL DIRECTOR LICENSE**

*Please complete and sign*

The following information should be completed by the Assistant Funeral Director Applicant. Information on page two should also be reviewed and signed by the applicant - with additional information (as needed) attached to this application. Pages three and four should be completed and signed by the supervising licensed Kansas funeral director. Attachments to this application should be read, reviewed and kept by the applicant and supervising licensee with questions directed to the KSBMA office.

**To the Kansas State Board of Mortuary Arts:**

I, \_\_\_\_\_, hereby make application to transfer my assistant funeral director license # \_\_\_\_\_ to the supervision of Kansas license funeral director named in this application.

I am a Citizen of Kansas. Yes \_\_\_\_\_ No \_\_\_\_\_ I am aged seventeen years or over. Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state the date of conviction: \_\_\_\_\_

Explain your conviction in separate documentation to accompany this application.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I became an employee at \_\_\_\_\_  
(Name of Funeral Home)

located in \_\_\_\_\_ under the supervision of active Kansas funeral director  
(City) (State)

\_\_\_\_\_ \* holder of Kansas funeral director license # \_\_\_\_\_  
(Name of Funeral Director)

Are you employed full-time? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish to serve a Kansas funeral director apprenticeship? Yes \_\_\_\_\_ No \_\_\_\_\_

*Please note that funeral director apprentice applicants must have complete college transcripts sent directly to the KSBMA office from the college attended for review by the Mortuary Arts Board before a funeral director apprentice application will be provided by the KSBMA. Applicants also attending Mortuary college should wait to apply for apprenticeship until after graduation. Time will not be counted towards the one year apprenticeship until an assistant funeral director license has been issued and all time is worked on a Full-time basis. (Full-time is defined as a minimum of 40 hours per week--50 weeks per year) \*NOTE: An apprentice funeral director application will not be sent until all college transcripts have been reviewed and approved by the Board.*

**I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.**

Executed on: \_\_\_\_\_  
(Date)

(Signed) \_\_\_\_\_

(PRINT Full Name) \_\_\_\_\_

(Home Address) \_\_\_\_\_

(Home City, State, Zip) \_\_\_\_\_

(County) \_\_\_\_\_

(Social Security) \_\_\_\_\_

**(OVER)**



TO BE COMPLETED AND SIGNED BY THE LICENSED KANSAS SUPERVISING FUNERAL DIRECTOR:

AFFIDAVIT OF LICENSED FUNERAL DIRECTOR

I hereby state that \_\_\_\_\_ began working as an assistant funeral director on the \_\_\_\_\_ day  
(Name of Assistant Funeral Director Applicant)  
of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ located at \_\_\_\_\_  
(Name of Funeral Home) (Full Address)

I am the holder of Kansas Funeral Director license # \_\_\_\_\_ and am familiar with the Kansas requirements governing an apprentice or an assistant funeral director and I agree to comply with the same. *The funeral director under whom the assistant funeral director is registered with must immediately notify the Board when the assistant funeral director has left the funeral director's employment.*

Please indicate if the assistant funeral director will be working full-time under your supervision: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, when will full-time employment begin (date): \_\_\_\_\_

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

Executed on: \_\_\_\_\_ (Signed) \_\_\_\_\_  
(Date) (PRINT Full Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_  
(Social Security) \_\_\_\_\_  
(County) \_\_\_\_\_

Two copies (one for the assistant funeral director applicant and one for the supervising funeral director) of the statutes and regulations governing this license are included with this application.

Kansas State Board of Mortuary Arts  
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ALL FEES ARE NON-REFUNDABLE

Last Updated: December, 2018

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