



**Secretary of State
Office of Professional Regulation**

**FUNERAL SERVICE
Renewal Instructions for Funeral Establishment**

In order to renew you will need to:

1. Submit an online renewal application and pay the non-refundable renewal application fee. Renewal applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8gpM9BaINEZfDPENuF*!STANDARD
2. Have an active Funeral Director in charge of the Establishment which will be indicated in the renewal application.

Important Notes for Renewal

If your first license was issued within 90 days of the first renewal expiration date, your license is valid until the next renewal date. Please check the expiration date printed on your license.

Three (3) courtesy renewal reminders are sent to the email on file starting approximately 6 weeks prior to the renewal expiration date (September 30th of even years). It is your responsibility to ensure your email address is up to date. You may update your email by logging in to [Online Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe senders list.