

Application for Registration as a Funeral Director Student



For Office Use Only

	Pend.	Rec'd
Reg. Fee		
Birth Cert.		
Marriage Cert.		
Report of Separation		
Alien		
Pocket Card No.		
Cash Line No.		

Section A To be completed by the first time applicant only

Name
Last _____ First _____ M.I. _____

Permanent Address
Street Address _____ Apt. # _____
City _____ State _____ Zip _____ County _____
Email Address _____

Telephone _____ Social Security No. _____ Date of Birth _____

U.S. Citizen Yes No If yes, provide copy of birth certificate or naturalization paper.
If NO, are you an alien lawfully admitted for permanent residence in the United States? Yes No If yes, provide copy of alien card.
Have you served in the Armed Forces? Yes No If yes, provide copy of discharge (member 4 copy).
Were you ever convicted of a violation of law? Yes No If "YES," attach copy of conviction indicating the disposition of the case.

Under the penalties of perjury, I affirm that the statements herein are true.

Signature of Applicant _____ Date ____/____/____

Section B To be completed by applicant who is resuming funeral service studies only

Name
Last _____ First _____ M.I. _____

Permanent Address
Street Address _____ Apt. # _____
City _____ State _____ Zip _____

Email Address _____

Funeral service institution previously attended _____

Were you ever convicted of a violation of law? Yes No If "YES," attach a copy of conviction indicating the disposition of the case.

Under the penalties of perjury, I affirm that the statements herein are true.

Signature of Applicant _____ Date ____/____/____ Telephone _____

Section C To be completed by funeral service institution only

Name of funeral service institution _____

Dates of attendance: ____/____/____ to ____/____/____ Anticipated date of graduation ____/____/____

Signature of School Official _____ Date ____/____/____

Title _____

Section A To be Completed by the First Time Applicant

1. Paste a recent photograph of yourself, face only, in the space provided. Approximate size: 1-1/2" x 1-1/2" (passport size).
2. Attach a \$50 money order or bank check made payable to the **New York State Department of Health**.
3. Attach a copy of your birth certificate.
4. Veterans must attach copy of their separation papers (Member 4 papers).
5. If legal name has been changed, attach a copy of the Court Order directing such a change.
6. If registering under your marriage name, attach a copy of your marriage certificate.
7. If convicted of a violation of law (except for adjudications as a youthful offender or juvenile delinquent):
 - a. Attach a copy of conviction indicating the disposition of the case.
 - b. Attach a statement explaining the circumstances leading up to and including the incident, specifying the date, place and any other persons involved.
8. If not a citizen of the United States:
 - a. Attach a copy of the front and back of your alien card showing you are "lawfully admitted for permanent residency," or a copy of your naturalization papers.

Section B Instruction for Applicant Resuming Funeral Service Studies

1. Paste a recent photograph (same as Section A-No. 1)
2. If convicted of a violation of law (except for adjudications as a youthful offender or juvenile delinquent):
 - a. Attach a copy of conviction indicating the disposition of the case.
 - b. Attach a statement explaining the circumstances leading up to and including the incident, specifying the date, place and any other persons involved.

Section C To Be Completed by the Funeral Service Institution

The funeral service institution will complete the bottom portion of this application for either first time applicants or for the applicant resuming funeral service studies. Application and related items will be collected by the funeral service institution.

Do Not Mail This Application to the Bureau of Funeral Directing.



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

January 14, 2016

American Academy McAllister Institute of Funeral Service, Inc.
Meg Dunn, President
619 W. 54th Street, 2nd Floor
New York, NY 10019

Dear Mortuary Science School Official,

The Bureau of Funeral Directing has implemented the following change to be put into effect immediately:

The Bureau will no longer accept personal checks as a method of payment for the Student Application Fee. We will, however, continue to accept certified bank checks and money orders.

This change will eliminate the return of personal checks by financial institutions to the Bureau due to insufficient funds.

Your anticipated cooperation in this matter is greatly appreciated. If there are any questions, do not hesitate to contact the Bureau at (518) 402-0785.

Sincerely,

Director
Division of Hospitals and Diagnostic & Treatment
Centers and the Bureau of Funeral Directing
875 Central Avenue
Albany, NY 12206