

**This form should NOT be mailed to NYSDOH**

ALL students must submit the New York State Department of Health requirement.

1. NEW Funeral Director Students complete section **A** in clear print without errors/mistakes using a black ink pen.  
All re-enrollees complete section **B**. **An AAMI Official will complete section C.**
2. Get a recent passport size photo and a \$50.00 money order OR certified bank check made payable to NYSDOH.
3. Read the instructions and obtain any supporting documents
4. Make a copy of your birth certificate and name change documents.
5. Print and carefully complete the application [http://funeraleducation.org/wp-content/uploads/2019/05/NYSDOH\\_Form\\_201602.pdf](http://funeraleducation.org/wp-content/uploads/2019/05/NYSDOH_Form_201602.pdf)
6. Put all documents in an envelope and mail to AAMI:

ATTN: Ms. Rita Roemmelt  
American Academy McAllister Institute of Funeral Service  
1501 Broadway, Suite 1102  
New York, NY 10036