

Vermont Secretary of State  
Office of Professional  
Regulation  
National Life Building, North  
FL 2  
Montpelier VT 05620-3402



Funeral Service  
(802) 828-1505  
[www.vtprofessionals.org](http://www.vtprofessionals.org)

## APPLICATION FOR FUNERAL DIRECTOR LICENSURE BY EXAMINATION OR ENDORSEMENT INSTRUCTION TO APPLICANTS

**A. LICENSE BY EXAMINATION: Applicants must submit the following:**

1. Complete Application
2. Application Fee of \$70.00 Non-Refundable Processing Fee
3. The Vermont "Laws, Rules and Regulations" Examination Fee of \$100.00  
(checks made payable to the Vermont Secretary of State)
4. Complete "Affidavit of Experience" .
5. National Conference Board Examination Scores – sent directly from the examining agency.

**B. LICENSE BY ENDORSEMENT: Applicants must submit the following:**

1. Complete Application
2. Application Fee of \$70.00 Non-Refundable Processing Fee
3. The Vermont "Laws, Rules and Regulations" Examination Fee of \$100.00  
(checks made payable to the Vermont Secretary of State)
4. Completed "Verification of Licensure and Good Standing".  
\*In Good Standing means the applicant has no record of disciplinary actions of file with other jurisdictions.

**NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.**