

# m e m o

DATE: November 20, 2018  
TO: Minnesota Licensed Morticians, Funeral Directors and Registered Interns  
FROM: Mortuary Science Section, Health Regulation Division  
SUBJECT: 2019 License Renewal and Wall Certificates

The Mortuary Science Section is in the process of renewing the license for all morticians, funeral directors, and registered interns for the 2019 calendar year.

In the past, we sent multiple original certificates to you as a courtesy for you to post at each location in which you provide licensed services. To increase efficiency in the licensing process, moving forward, MDH will send you only ONE license certificate with your renewal. It is now your responsibility, as a licensee, to make duplicate copies of your license for posting at additional locations where you provide licensed services.

As part of the transition, we have compiled a list of frequently asked questions:

Q. Do I need to post a license certificate at each place I provide licensed services?

A. Yes. [Minnesota Statutes, section 149A.20, subd. 10](#) requires that you display your license within each place of business you provide licensed services. You must display your license in a location where a member of the general public will be able to observe and read your license.

Q. Can I just keep my license posted from last year?

A. No. Your license is issued for one year, from January through December. Each license includes your name, the address you provide on your application to receive mail from MDH, your license number and the effective and expiration date of your license.

Q. Where will you send my license?

A. Your license will be sent to the address you included when you applied for your renewal, either through our online license renewal system, or in a paper application mailed to us.

Q. How do I post my license at each location if you send only one license?

A. Here are some options:

- Scan the license we send to you using a personal computer, laptop or other scanning device. You can then print multiple copies of your license to post at each location.

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- Copy the license using a standard copy machine for posting at each location in which you provide licensed services.

Q. What kind of paper can I use to print copies of my original license?

A. You may use regular copy paper or cardstock.

Q. Will MDH continue to inspect the establishments to make sure my original or a copy of my license is displayed at each location?

A. Yes. Please note MDH may issue a correction order if you are providing licensed services at a location and your license is not posted.

Q. Should I carry my wallet card with me while providing licensed services?

A. Yes. You should always carry your wallet card when providing licensed services. Your wallet card and your license show the effective date of your current license.

We continually strive to evaluate our system to improve efficiencies in the license process and to reduce the time spent issuing multiple licenses. We understand this is a change in how we issue licenses to funeral directors, morticians and registered interns. That said, we appreciate your cooperation and support.

For additional information, please contact us via email at [HEALTH.MORTSCI@state.mn.us](mailto:HEALTH.MORTSCI@state.mn.us) if you have questions or visit our website at <http://www.health.state.mn.us/facilities/providers/mortsci/index.html>