



## 2020-2021 Indiana Funeral Licenses Renewal Notice

**\*\*\*Please Note\*\*\***  
(update 12/21/20)

If you are having difficulty with printing your license after renewal process, please contact the Indiana Department of Revenue immediately (link provide at end of this document).

A licensee (individual or facility) with unresolved tax issues with the State of Indiana or reported to the Department of Revenue for Indiana will not have license renewed until resolution is reached and official verification of resolution is provided by DOR to the Professional Licensing Agency. **YOU MAY NOT BE CONTACTED ABOUT TAX ISSUES AS SEVERAL MEMBERS HAVE SHARED WITH US OVER THE LAST WEEK. THEY DISCOVERED WHEN CHECKING RENEWAL DATE IN STATE DATABASE.**

) There have been several renewals attempted by various licensees that have discovered erroneous or mis-reported tax issues thereby delaying their renewal. Be proactive, check your renewal on state database to ensure the proper renewal date exists of 12/31/21 if you have renewed those licenses.

### Renewal Instructions for Individuals:

To renew your license online you will need to first register for an Access Indiana Account at <https://mylicense.in.gov/eGov/index.html>. You will need to use a PC or a laptop. Mobile devices such as phones and tablets are **not** compatible.

1. Click on **"REGISTER FOR AN ACCESS INDIANA ACCOUNT"** in the "Personal Licensing Box". After you have gone through the process the next time you want to log into your record you would click on the dark blue LOGIN button.
2. Click on **"SIGN UP FOR ACCESS INDIANA"**.
3. Enter your personal e-mail address (not an employer e-mail address) to confirm validity.
4. Click **"SEND VERIFICATION CODE"** to continue.
5. Open a new browser tab or window to check your email for a message with the subject of ACCESS INDIANA EMAIL VERIFICATION and copy the verification code.
6. Enter or paste that verification code in the **VERIFICATION CODE** section.
7. Create your **PASSWORD** using the requirements are listed on the right.
8. Enter your personal identifying information then click **"CREATE ACCOUNT"**.
9. **OPTIONAL:** The Two-Step Verification is optional. Click **SKIP** if you do not want to utilize this security feature.
10. **OPTIONAL:** The RECOVERY EMAIL is optional. Click **SKIP** if you do not want to utilize this security feature.
11. Search for your existing license record by entering your license number and Social Security number.
12. Click **"REGISTER"** to link to your license record.
13. You are now in your license record and may choose the service you want.

### **CHECK FOR YOUR NEW EXPIRATION DATE:**

Check your license record to determine if it has been renewed using the Free Search and Verify online at <https://mylicense.in.gov/EVerification/Search.aspx>. Just enter your license number and click the search button.

### **PRINT OR ORDER A LICENSE:**

To print or order a license, log back into your license record at <https://mylicense.in.gov/eGov/index.html> then click the "Print License" button next to your license record for the free license *or* click on "Order License" on the left side of the screen to order the blue cardstock license to be mailed to you for a fee of \$13.77.



## **Renewal Instructions for Funeral Homes & Branches:**

To renew your license online you will need to first register for an Access Indiana Account at <https://mylicense.in.gov/eGov/index.html>. You will need to use a PC or a laptop. Mobile devices such as phones and tablets are **not** compatible.

1. Click on **“REGISTER FOR AN ACCESS INDIANA ACCOUNT”** in the **“Business Licensing Box”**. After you have gone through the process the next time you want to log into your record you would click on the dark blue LOGIN button.
2. Click on **“REGISTER FOR MYLICENSE ACCOUNT”**.
3. Enter your **BUSINESS LICENSE NUMBER** and the **REGISTRATION CODE** that was included in your renewal notice.
4. Your record will appear and you will create a password.
5. Click **“REGISTER”**.
6. You are now in your license record and may choose the service you want on the left.

### **CHECK FOR YOUR NEW EXPIRATION DATE:**

Check your license record to determine if it has been renewed using the Free Search and Verify online at <https://mylicense.in.gov/EVerification/Search.aspx>. Just enter your license number and click the search button.

### **PRINT OR ORDER A LICENSE:**

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### **The INDIANA DEPARTMENT OF REVENUE**

<https://www.in.gov/dor/contact-us/>

### **Indiana Professional Licensing State Database**

<https://www.in.gov/pla/3119.htm>