



**STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS**



Mailing Address

P.O. Box 5757
Columbia, SC 29250-5757

**INSTRUCTIONS FOR RENEWAL LICENSE
TO SELL PRENEED FUNERAL CONTRACTS**

S.C. Code Ann. § 32-7-10 et. seq.
www.consumer.sc.gov
803-734-4200/800-922-1594/803-734-4229 FAX

Street Address

2221 Devine St., Suite 200
Columbia, SC 29205

Beginning in 2013, all licensed preneed funeral contracts providers must renew every odd-numbered year. Renewals for 2015 must be postmarked by September 30, 2015. The items listed below must be included in the 2015 application.

RENEWAL INSTRUCTIONS

Please submit the following items for processing the renewal to sell preneed funeral contracts:

- A.** The license renewal form enclosed with these instructions, completed in its entirety and a **\$200, non-refundable renewal fee per location listed in Question #14.**
- B. UPDATED BOND OR LETTER OF CREDIT**
Updated proof of financial responsibility; either a bond, which must be completed by a properly licensed insurance company, or an irrevocable letter of credit issued by your bank **covering each location listed in Question #14.** The amount required on the bond or letter of credit will increase as your total dollar amount of outstanding contracts increases. **It is the responsibility of each funeral home licensed to sell preneed funeral contracts to maintain the appropriate bond or letter of credit amount.**
- C. ATTACHMENTS**
If you answered Yes to questions 9, 10, 11, or require additional space for locations in question 14, please attach the necessary additional documentation.
- D. SEND COMPLETED RENEWAL FORMS, FEES, AND ATTACHMENTS TO:**

SC Department of Consumer Affairs
Preneed Funeral Contracts
P.O. Box 5757
Columbia, SC 29250-5757

MAKE CHECKS PAYABLE TO:
South Carolina Department of Consumer Affairs

For more information contact:
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