



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Cemetery Customer Service (254)

Effective: 12/2024
Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Education:

- You must verify the successful completion of high school, the General Education Development (GED) tests, or possession of a High School Equivalency Diploma (HSED)

Certification:

- A successfully completed or will successfully complete within one year of filing this application a certification program approved by the Department.

Criminal Background Check:

- All individuals applying for licensure as a Cemetery Customer Service in Illinois must submit to a criminal background check.

REQUIRED SUPPORTING DOCUMENTS

You must submit the following (if applicable):

- **Official Certification**-If you have already completed the certification program, you must submit a copy of your certificate of completion.

IMPORTANT INFORMATION ONCE LICENSED

- All Cemetery Manager licenses expire on August 31st of each even-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.