Pre-Application Instructions:

- To minimize delays in the processing of this application, you are encouraged to read, understand, and follow the requirements under the Arkansas Code Annotated and Rule IV:
  - A.C.A. § 17-29-315 Transporting Human Remains – Operating a Transport Service [Effective July 1, 2018]
  - Rule IV (Refer to the provisions governing the Type D Transport License for which you are applying.)

The current Rule IV is available online at:

Items required to be submitted at the time of application:

1. Completed, signed, and notarized Transport Service Firm License Application form.
2. $300.00 Fee ($50.00 Application Fee + $250.00 Inspection Fee).
3. Three (3) Letters of Reference. One (1) must be from the manager of a funeral establishment.
4. The transport service manager must be at least twenty-one (21) years of age and hold a valid Arkansas Driver’s License. A photocopy of the manager’s valid Driver’s License must accompany the application.
5. Any and all personnel that will be driving for the transport service must hold a valid Arkansas Driver’s License. Photocopies of all valid Driver’s Licenses must accompany the application.
   a. All drivers must submit proof of bloodborne pathogen training per A.C.A. §17-29-315 (a)(5)
6. Cover Letter that indicates the potential inspection date.
7. Certificate of General Liability Insurance. (The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services should be listed as a Certificate Holder. The certificate must indicate in the description area that coverage is for the “transportation of the human dead” and the minimum-required liability coverage amount is $500,000.00. An updated certificate must be provided to the Funeral Services Division/Embalmers & Funeral Directors once annually.)

Additional Instructions:

- All applications and supporting documentation should be received at least fourteen (14) days prior to the next board meeting. This will allow for the inspector to have enough time to complete the inspection and prepare the inspection report prior to the board meeting.
- Once a Board Meeting agenda is established in advance of the meeting date, it will not be amended/modified within the one (1) week prior to the meeting date.
- The transport service owner and manager are required to appear before the Board during the Board Meeting in which the application is being considered/reviewed for approval.
- Once the Board has approved the application, the remaining fees of $85.00 are due ($35.00 Original License Fee + $50.00 Annual Fee). Due at board meeting which approved.

Other:

- The inspector will meet the applicant(s) at a designated location or at our offices at the Arkansas Insurance Department in Little Rock, AR.

If you have any questions regarding the application process, please contact our offices at (501) 682-0574.

Return Completed Application To: Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov