

NYSDOH Application for Registration as a Funeral Director Student Important Instructions

DO NOT mail this form to the New York State Department of Health. Mail the completed Application and supporting documents to:

American Academy McAllister Institute of Funeral Service

RE: NYSDOH Requirement

1501 Broadway, Suite 705

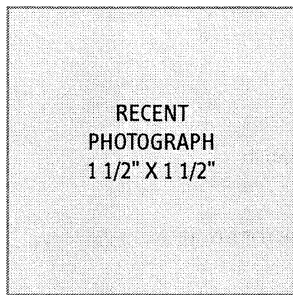
New York, NY 10036

All students are required to mail the following documentation to AAMI.

- Form (DOH-2257) Attached
 - **New Funeral Director students** must complete **Section A** in clear, legible print using black ink.
 - **Re-enrolling students** must complete **Section B**.
 - **Section C** will be completed by an **AAMI official**.
- Please review all instructions on the last page carefully and gather any required supporting documents. Include copies of your birth certificate and any legal name-change documentation, and any other documents specified on section 7 or 8 of the instructions.
- **2 passport-quality photos** with a white background.
- **\$50 money order or bank check** (personal check is not acceptable) made payable to the **New York State Department of Health**.

For questions, contact the Office of Enrollment Services at info@aami.edu. or call 212-757-1190

Application for Registration as a Funeral Director Student



For Office Use Only

	Pend.	Rec'd
Reg. Fee		
Birth Cert.		
Marriage Cert.		
Report of Separation		
Alien		
Pocket Card No.		
Cash Line No.		

Section A To be completed by the first time applicant only

Name _____
 Last _____ First _____ M.I. _____
 Permanent Address _____
 Street Address _____ Apt. # _____
 City _____ State _____ Zip _____ County _____
 Email Address _____

Telephone _____ Social Security No. _____ Date of Birth _____

U.S. Citizen Yes No If yes, provide copy of birth certificate or naturalization paper.
 If NO, are you an alien lawfully admitted for permanent residence in the United States? Yes No If yes, provide copy of alien card.
 Have you served in the Armed Forces? Yes No If yes, provide copy of discharge (member 4 copy).
 Were you ever convicted of a violation of law? Yes No If "YES," attach copy of conviction indicating the disposition of the case.

Under the penalties of perjury, I affirm that the statements herein are true.

Signature of Applicant _____ Date _____ / _____ / _____

Section B To be completed by applicant who is resuming funeral service studies only

Name _____
 Last _____ First _____ M.I. _____
 Permanent Address _____
 Street Address _____ Apt. # _____
 City _____ State _____ Zip _____
 Email Address _____

Funeral service institution previously attended _____

Were you ever convicted of a violation of law? Yes No If "YES," attach a copy of conviction indicating the disposition of the case.

Under the penalties of perjury, I affirm that the statements herein are true.

Signature of Applicant _____ Date _____ / _____ / _____ Telephone _____

Section C To be completed by funeral service institution only

Name of funeral service institution _____
 Dates of attendance: _____ / _____ / _____ to _____ / _____ / _____ Anticipated date of graduation _____ / _____ / _____
 Signature of School Official _____ Date _____ / _____ / _____
 Title _____

Section A To be Completed by the First Time Applicant

1. Paste a recent photograph of yourself, face only, in the space provided. Approximate size: 1-1/2" x 1-1/2" (passport size).
2. Attach a \$50 money order or bank check made payable to the **New York State Department of Health**.
3. Attach a copy of your birth certificate.
4. Veterans must attach copy of their separation papers (Member 4 papers).
5. If legal name has been changed, attach a copy of the Court Order directing such a change.
6. If registering under your marriage name, attach a copy of your marriage certificate.
7. If convicted of a violation of law (except for adjudications as a youthful offender or juvenile delinquent):
 - a. Attach a copy of conviction indicating the disposition of the case.
 - b. Attach a statement explaining the circumstances leading up to and including the incident, specifying the date, place and any other persons involved.
8. If not a citizen of the United States:
 - a. Attach a copy of the front and back of your alien card showing you are "lawfully admitted for permanent residency," or a copy of your naturalization papers.

Section B Instruction for Applicant Resuming Funeral Service Studies

1. Paste a recent photograph (same as Section A-No. 1)
2. If convicted of a violation of law (except for adjudications as a youthful offender or juvenile delinquent):
 - a. Attach a copy of conviction indicating the disposition of the case.
 - b. Attach a statement explaining the circumstances leading up to and including the incident, specifying the date, place and any other persons involved.

Section C To Be Completed by the Funeral Service Institution

The funeral service institution will complete the bottom portion of this application for either first time applicants or for the applicant resuming funeral service studies. Application and related items will be collected by the funeral service institution.

Do Not Mail This Application to the Bureau of Funeral Directing.