



Alabama Board of Funeral Service Apprenticeship Registration

PART I. APPLICANT IDENTIFYING INFORMATION

First Name	Middle Name	Last Name	Suffix
Social Security Number		Date of Birth MM/DD/YY	Male <input type="checkbox"/> Female <input type="checkbox"/>
Residence Address		City	State <input type="text"/> Zip <input type="text"/>
Business Address		City	State <input type="text"/> Zip <input type="text"/>
Home Phone	Work Phone	Cell Phone	
Email			
County of Residence		Place of Birth	
<p>I certify that I am a citizen of the United States or legally present in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. Please see the attach forms for two lists of documents, one to demonstrate a person's United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and return all of this information to this office.</p>			

PART II. REGISTRATION (S) APPLYING FOR: I hereby apply for a Certificate to practice as a *(please check all that apply)*:

Apprentice Funeral Director (\$20.00):	<input type="text"/>	<input type="text"/>	Apprentice Embalmer (\$20.00):	<input type="text"/>	<input type="text"/>
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For the fiscal year ending September 30, 20____. **Please include all fees with application.**

Office Use Only

Received:	Posted:	CA, CK, CC, CCK, MO:	Posted By:	Control No.:		Start Date:
				AFD	<input type="text"/>	
				AE	<input type="text"/>	



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PART III. EDUCATION List the educational institutions attended or attending that satisfy the educational requirement for licensure and include a copy of your High School Diploma, Mortuary School official transcript, or Bachelor Degree (whichever is applicable).

High School/GED institution attended (include City and State)		Graduation Date ____ _ MM DD YY
Mortuary School Attended	Degree <i>(Official Transcript Required)</i>	Graduation Date ____ _ MM DD YY
School from which Bachelor Degree Obtained (if applicable)	Major	Graduation Date ____ _ MM DD YY

Are you currently enrolled in an accredited Mortuary School? Yes No

If yes, School Name: _____ Expected Graduation Date: _____

PART IV. EXAMINATION INFORMATION

Have you passed the National Board Exam (NBE) administered by The International Conference of Funeral Service Examining Boards (ICFSEB)? Yes <input type="checkbox"/> No <input type="checkbox"/> Month/Year passed: _____ <i>*You must have a certified copy of your NBE results sent to the Alabama Board of Funeral Service directly from ICFSEB.</i>
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PART V. APPRENTICESHIP WILL BE SERVED AT

Name of Establishment: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Name of License Funeral Director Supervisor: _____
AL License No.: _____
Name of License Embalmer Supervisor: _____
AL License No. : _____



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PART VI. PREVIOUSLY LICENSED IN OTHER STATES If you have ever been licensed, certified or registered to practice in the profession for which you are now making application, complete the information requested below. *Under status: Please note if license is active, inactive, or lapsed. (Failure to disclose information, may result in automatic denial.)

Jurisdiction(s):	Type of license:	License number:	Effective dates of licensure:	Status:

PART VII. PAST DISCIPLINARY ACTION Please initial next to Yes or No for each.

Have you ever had a license or registration to practice embalming or funeral directing revoked, suspended, fined, placed on probation, or otherwise disciplined, in this state or any other state or jurisdiction? YES NO

Do you have any actions pending? YES NO

Have you ever voluntarily relinquished or surrendered a professional license or registration to practice embalming or funeral directing while under investigation, or after initiation of a disciplinary proceeding against you or the license? YES NO

Have you ever had any license/registration application to practice funeral services denied? YES NO

If you answered "yes" to any of the questions above, submit notices, orders, etc. from the appropriate regulatory board as well include a written statement/explanation relating to any disciplinary action.

PART VIII. CRIMINAL HISTORY Please initial next to Yes or No for each.

Have you ever been convicted of a misdemeanor or a felony in this or any other state, local jurisdiction, or any other foreign country, or are criminal charges currently pending against you? YES NO

If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation. You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed. (Traffic violations need not be reported).



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Act No. 2011-535 as amended by Act No. 2012-491 and now codified as Section 31-13-1, et seq., of the Code of Alabama 1975 is referred to as Alabama’s Immigration Law or the Beason-Hammon Act and imposes certain requirements on persons applying for or renewing a professional license. Specifically, Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. The Immigration Law also provides that a citizen shall not be required to demonstrate citizenship for subsequent transactions. Please see below for two lists of documents, one to demonstrate a person’s United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and submit it with your application. I certify under penalty of perjury that all representations made on this form and attachments are true and accurate.

REQUIRED SIGNATURE: _____ **DATE:** _____

I am a United States Citizen. I am submitting the attached copy of my document to prove citizenship/legal presence:

- Alabama Driver’s License or Identification issued by Department of Public Safety
- Driver’s License from other state that required proof of lawful presence
- Birth Certificate indicating US birth
- Valid US Passport
- Military Identification showing US as place of birth
- Naturalization documents
- Certificate of citizenship
- Consular report of birth abroad of US citizen
- Bureau of Indian Affairs identification
- American Indian Card issued by Homeland Security
- Final adoption decree showing person’s name and place of US birth
- A valid Uniformed Services Privileges and Identification Card
- Extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- Certification of birth issued by U S Department of State

I am not a United States Citizen. The copy of the document(s) to prove legal presence I am submitting (and attached to this checklist) is as follows:

- I-327 Re-entry Permit
- I-551 Permanent Resident Card (copy front and back)
- I-571 Refugee Travel Document
- I-766 Employment Authorization Card (copy front and back)
- I-94 Arrival/Departure Record
- Unexpired Foreign Passport
- Temporary I-551 Stamp (on passport or I-94)
- I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- Machine - readable immigrant Visa (with temporary I-551 language)
- Other: (Explain)



**Alabama Board of Funeral Service
Apprenticeship Registration
Apprentice Funeral Director/ Apprentice Embalmer Certificate
Checklist**

All applicants for an Apprentice Certificate in the State of Alabama must have met all of the following criteria. If the applicant answers “No” to any of the following, then the applicant is not eligible for a Certificate.

Yes	NO	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	U.S Citizen
<input type="checkbox"/>	<input type="checkbox"/>	Over 16 years of age
<input type="checkbox"/>	<input type="checkbox"/>	Good moral character
<input type="checkbox"/>	<input type="checkbox"/>	High School graduate or equivalent Or Working towards a high school diploma or graduated equivalency diploma.
<input type="checkbox"/>	<input type="checkbox"/>	Working at a Funeral Establishment
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Certificate fee (\$20.00 per certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of High School Diploma or Certified Transcript from High School or Certified Transcript from an accredited Post-Secondary School. (Sent directly to the Board from the school.)

**** No apprentice will be eligible for a permanent license in this state unless they have graduated from an accredited mortuary school, completed a certificate program in Funeral Arts from an accredited mortuary school, or have a Bachelor’s Degree from an accredited school or college.**

****If applicant has been convicted of a felony or misdemeanor, the applicant must have the certified records from the court in which the conviction occurred sent to the following address:**

**Alabama Board of Funeral Service
P.O. Box 309522
Montgomery, AL 36130**