



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	
Residence Address		City	State Zip
Business Address		City	State Zip
Home Phone	Work Phone	Cell Phone	
Email			
County of Residence		Place of Birth	
I certify that I am a citizen of the United States or legally present in the United States? Yes ___ No ___			
<p>Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate their United States citizenship, or if not a United States Citizen, their lawful presence in the United States. Please see the Alabama Immigration form 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, copy of the selected document(s) and return all this information to this office.</p>			

PART II. REGISTRATION(S) APPLYING FOR: Check all that apply

Apprentice Funeral Director (\$20.00):		Apprentice Embalmer (\$20.00):	
Background Check Fee (\$37.00)			

For the fiscal year ending September 30, 20_____. **Please include all fees with application.**



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PART VI. PREVIOUSLY LICENSED IN OTHER JURISDICTIONS

If you have ever been licensed, certified or registered in another state (jurisdiction) 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, expired, 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

Have you ever had any 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

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. 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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PART XI. CERTIFYING STATEMENT

I hereby certify under penalty of perjury that I have read this application in its entirety. The responses and attached materials I have provided are true and accurate to the best of my knowledge. I further certify that I am of good moral character and have reviewed and will always comply with all applicable state laws, rules and regulations governing the certification I am seeking to obtain. I hereby authorize and direct any person, agency, firm, or other entity to release, upon the request of Alabama Board of Funeral Service, any information, communication, report, record, statement, recommendation, or disclosure that may have bearing on my eligibility for or continuance of the certification for which I am applying. I understand that by signing this application, I am authorizing the release of information about me that may otherwise be protected or confidential.

I understand that I must devote an average of at least thirty (30) hours per week to the duties of this apprenticeship. Further, that my supervisor must submit an annual report and skills evaluation form to the Board by the first day of October showing the number of hours served and the number of bodies I have assisted in preparing for the disposition during the previous year.

I UNDERSTAND THAT ANY FALSE STATEMENT GIVEN HERIN WILL SUBJECT MY CERTIFICATION TO DENIAL OR REVOCATION

(Signature of Applicant)

Subscribed and sworn to before me, a Notary in the State of Alabama this _____ day of _____, 20_____.

Notary Public _____

My Commission expires _____

Seal



**Alabama Board of Funeral Service
Apprenticeship Registration**

CERTIFICATE

I certify that I am acquainted with _____ and have personal knowledge of this person's good character and reputation. I hereby recommend the approval of this application.

(Signature of Supervising Embalmer)

Alabama Embalmer License # _____ Address: _____

(Signature of Supervising Funeral Director)

Alabama Funeral Director License # _____ Address: _____

Subscribed and sworn to before me, a Notary in the State of Alabama this _____ day of _____, 20_____.

Notary Public _____

My Commission expires _____

Seal



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Alabama Immigration Law/ Beason-Hammon Act

- I am a United States (US) 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 US 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)

Signature of Applicant _____ Date _____



**Alabama Board of Funeral Service
Apprenticeship Registration
Apprentice Embalmer License Checklist**

All applicants for a funeral director’s license in the State of Alabama must have met all the following criteria. If the applicant answers “No” to any of the following, then the applicant is not eligible for certification.

Yes	No	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	US Citizen
<input type="checkbox"/>	<input type="checkbox"/>	Over 18 years of age
<input type="checkbox"/>	<input type="checkbox"/>	Good Moral Character
<input type="checkbox"/>	<input type="checkbox"/>	High School Graduate or Equivalent
<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.)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Background Check Application (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of Fingerprint Cards (Will be mailed separately to applicant)

*To constitute a passing grade, an applicant shall earn a score of not less than 75.

**** If an 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**



**Alabama Board of Funeral Service
Apprenticeship Registration
Apprentice Funeral Director License Checklist**

All applicants for an apprentice funeral director’s certificate in the State of Alabama must have met all the following criteria. If the applicant answers “No” to any of the following, then the applicant is not eligible for certification.

Yes	No	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	US Citizen
<input type="checkbox"/>	<input type="checkbox"/>	Over 18 years of age
<input type="checkbox"/>	<input type="checkbox"/>	Good Moral Character
<input type="checkbox"/>	<input type="checkbox"/>	High School Graduate or Equivalent
<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.)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Background Check Application (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of Fingerprint Cards (Will be mailed separately to applicant)

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**Alabama Board of Funeral Service
P O Box 309522
Montgomery, AL 36160**