



## Alabama Board of Funeral Service Application for Permanent License

### PART I. APPLICANT IDENTIFYING INFORMATION

First Name	Middle Name	Last Name	Suffix
Social Security Number		Date of Birth MM/DD/YY	
Physical Residence Address		City	State    Zip
Mailing Address		City	State    Zip
Home Phone	Work Phone	Cell Phone	
Email			
County of Residence		Place of Birth	
<b>I certify that I am a citizen of the United States or legally present in the United States?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<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 Law 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. LICENSE(S) OR PERMIT(S) APPLYING FOR Check all that apply

**Please include all fees with application.**

Funeral Director (\$100.00):		Funeral Director by Reciprocity (\$250.00)	
Embalmer (\$100.00):		Embalmer by Reciprocity (\$250.00)	
Embalmer Special Work Permit (\$25.00)		Funeral Director Special Work Permit (\$25.00)	
Background Check Fee (\$37.00)		State Law Exam (\$50.00)	

If seeking licensure through reciprocity, list state from which reciprocating: \_\_\_\_\_.

**Special Work Permits can only be applied for by individuals applying for licensure by reciprocity.**

I also understand that a Special Work Permit license expires at the next regular Board meeting occurring after issuance and I must cease practice unless a Permanent License has been issued or I have reapplied for another Special Work Permit.



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### PART III. EDUCATION

List the educational institutions attended 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		Graduation Date (MMDDYY)
Mortuary School Attended	Degree or Certificate <i>(Official Transcript Required)</i>	Graduation Date (MMDDYY)
School from which Bachelor Degree Obtained (if applicable)	Major	Graduation Date (MMDDYY)

### PART IV. EXAMINATION INFORMATION

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

You *must* include each establishment where trained. Please make a copy of this sheet and attach if necessary.

Name of Establishment: _____			
Address: _____		City: _____	
		State: _____	Zip: _____
Phone Number: _____		Type of Apprenticeship: _____	
Dates of Training: _____		Name of Approved Supervisor: _____	
Name of Establishment: _____			
Address: _____		City: _____	
		State: _____	Zip: _____
Phone Number: _____		Type of Apprenticeship: _____	
Dates of Training: _____		Name of Approved Supervisor: _____	

Date of breaks in training within the past three years of which waiver of training time was requested and the reason thereof: \_\_\_\_\_ to \_\_\_\_\_

Reason:



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### PART VI. WORK HISTORY

List all funeral industry related employment chronologically within the last five years to the present. (May attach a separate sheet of paper for additional space). If you have never been employed, insert "N/A" for Not Applicable.

Name of Establishment: _____ Job Title: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Name of Licensed Manager: _____ Dates of Employment: _____	
May we contact the Licensed manager? Yes ___ No ___	
Name of Establishment: _____ Job Title: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Name of Licensed Manager: _____ Dates of Employment: _____	
May we contact the Licensed manager? Yes ___ No ___	

### PART VII. 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.) (May attach a separate sheet of paper for additional space)

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

### PART VIII. PAST DISCIPLINARY ACTION

Have you ever had any license or registration to practice embalming, funeral directing, or cremations 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, funeral directing, or cremations 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



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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 IX. 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).

### PART X. 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 license 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 license 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.

**Affidavits required by §34-13-71 and §34-13-91 (2 for each license applying for) are attached hereto and made a part of this application. (Not required for licensure by reciprocity.)**

I hereby apply for license for the fiscal year ending September 30, 20\_\_\_\_ and in support of such application submit and attest to the information and data supplied herewith. I also attach herewith the required application fee. I have read and understand the provisions of Title 34, Chapter 13, Code of Alabama, 1975, and Administrative Code 395, which govern the issuance and maintenance of the License requested.

**I UNDERTSAND THAT ANY FALSE STATEMENT GIVEN HEREIN WILL SUBJECT MY LICENSE TO REVOCATION.**

Seal

\_\_\_\_\_  
(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 \_\_\_\_\_.



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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 State Laws, Rules, and Regulations (LRR) Exam Registration

**Applicants who have not successfully passed the State Law (LRR) Exam must complete the registration form below.**

First Name		Middle Name	Last Name		Date of Birth MM/DD/YY	
Physical Residence Address			City		State	Zip
Mailing Address			City		State	Zip
Home Phone		Work Phone		Cell Phone		
Email						
<b>Check the examination you are registering for</b>						
<b>Funeral Director/ Embalmer (LRR)</b>			<b>Cremationist (LRR)</b>			

<b>Office Use Only</b>			
Payment Received:	Posted:	CA, CK, CC, CCK, MO:	Posted By:
Scheduled Exam Date:	Exam completed:	Test Number:	



# Alabama Board of Funeral Service Application for Permanent License

## Embalmer Checklist

All applicants for a Funeral Directors license in the State of Alabama must have met all the following criteria.

**If the applicant cannot answer "Yes" to all the following the applicant is not eligible for licensure.**

Yes	No	Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
<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"/>	U.S. Citizen
<input type="checkbox"/>	<input type="checkbox"/>	High School Graduate or Equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Licensing Fee (\$100.00)
<input type="checkbox"/>	<input type="checkbox"/>	Completed 24-month embalming apprenticeship within three consecutive years
<input type="checkbox"/>	<input type="checkbox"/>	Time since last apprentice certificate is less than 1 year. (If more than 1 year applicant must repeat apprenticeship)
<input type="checkbox"/>	<input type="checkbox"/>	Embalming case report (minimum 40 cases required and not less than two annual reports) (3 if required)
<input type="checkbox"/>	<input type="checkbox"/>	Graduate of an accredited mortuary school or college
<input type="checkbox"/>	<input type="checkbox"/>	Two affidavits from two different licensed embalmers
<input type="checkbox"/>	<input type="checkbox"/>	Certified Transcript from Mortuary School or College (sent directly to the Board from the school or college)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the National Board Arts and Science exams (if applicable) (sent directly to the Board from The Conference)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the State Board Embalmer Exam (if applicable) (sent directly to the Board from The Conference)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing score on the Alabama LRR
<input type="checkbox"/>	<input type="checkbox"/>	Completed background check application (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Background check fee
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of fingerprint cards (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Background Disclosure (Will be mailed separately to applicant)

\*To constitute a passing score the applicant shall earn a score of at least 75.

**\*\*If the 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 Application for Permanent License

## Funeral Director License Checklist

All applicants for a Funeral Directors license in the State of Alabama must have met all the following criteria.

**If the applicant cannot answer "Yes" to all the following the applicant is not eligible for licensure.**

Yes	No	Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
<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"/>	U.S. Citizen
<input type="checkbox"/>	<input type="checkbox"/>	High School Graduate or Equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Licensing Fee (\$100.00)
<input type="checkbox"/>	<input type="checkbox"/>	Completed 24-month funeral directing apprenticeship within three consecutive years
<input type="checkbox"/>	<input type="checkbox"/>	Time since last apprentice certificate is less than 1 year. (If more than 1 year applicant must repeat apprenticeship)
<input type="checkbox"/>	<input type="checkbox"/>	Funeral Directing case report (minimum 40 cases required and not less than two annual reports) (3 if required)
<input type="checkbox"/>	<input type="checkbox"/>	Graduate of an accredited mortuary school or college
<input type="checkbox"/>	<input type="checkbox"/>	Two affidavits from two different licensed funeral directors
<input type="checkbox"/>	<input type="checkbox"/>	Certified Transcript from Mortuary School or College (sent directly to the Board from the school or college)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the National Board Arts and Science exams (if applicable) (sent directly to the Board from The Conference)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the State Board Funeral Directing Exam (if applicable) (sent directly to the Board from The Conference)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing score on the Alabama Law Exam
<input type="checkbox"/>	<input type="checkbox"/>	Completed background check application (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Background check fee
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of fingerprint cards (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Background Disclosure (Will be mailed separately to applicant)

\*To constitute a passing score the applicant shall earn a score of at least 75.

**\*\*If the 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 Application for Permanent License

### Funeral Director and/or Embalmer License by Reciprocity Checklist

All applicants for a funeral director and/or embalmers license by Reciprocity in the State of Alabama must have met all the following criteria. **If the applicant cannot answer "Yes" to all the following the applicant is not eligible for licensure.**

Yes	No	Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
<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"/>	U.S. Citizen
<input type="checkbox"/>	<input type="checkbox"/>	High School Graduate or Equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Licensing Fee (\$250.00 per license)
<input type="checkbox"/>	<input type="checkbox"/>	Certification of Licensure from state seeking licensure by Reciprocity from
<input type="checkbox"/>	<input type="checkbox"/>	Graduate of an accredited mortuary school or college, or have completed a certificate program in Funeral Arts at an accredited Mortuary School or College, or Bachelor Degree from an accredited College (Funeral Directors only)
<input type="checkbox"/>	<input type="checkbox"/>	Certified Transcript from Mortuary School or College (sent directly to the Board from the school or college)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the National Board Arts and Science Exams (if applicable) (sent directly to the Board from The Conference)
<input type="checkbox"/>	<input type="checkbox"/>	Certified passing scores on the State Board Exam(s) (if applicable) (sent directly to the Board from The Conference) Certified
<input type="checkbox"/>	<input type="checkbox"/>	passing score on the Alabama Law Exam
<input type="checkbox"/>	<input type="checkbox"/>	Completed background check application (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Background check fee
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of fingerprint cards (Will be mailed separately to applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Background Disclosure (Will be mailed separately to applicant)

\*To constitute a passing score the applicant shall earn a score of at least 75.

**\*\*If the 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:**

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P O Box 309522  
Montgomery, AL 36130**