

# ALABAMA BOARD OF FUNERAL SERVICE

[www.fsb.alabama.gov](http://www.fsb.alabama.gov)

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## Funeral Establishments

The information below is made available to individuals, and entities wishing to apply for a funeral establishment license. Please refer to the Board's website [www.fsb.alabama.gov](http://www.fsb.alabama.gov) for a complete copy of the *Code of Alabama 1975*, Title 34 Chapter 13 and Administrative Code 395.

Applicants must comply with all requirements for license prior to the Board scheduling the initial inspection of the establishment. **Please note, Original Inspection will not occur until all construction is complete, all construction materials have been removed and the establishment is ready for public use.**

## Managing Funeral Director and Embalmer

- All applications for a license to operate a funeral establishment shall show that a managing funeral director and managing embalmer are employed by the establishment.
- MANAGING EMBALMER. A licensed embalmer who has full charge, control, and supervision of all activities involving the preparation room and embalming.
- MANAGING FUNERAL DIRECTOR. A licensed funeral director who has full charge, control, and supervision of all activities involving funeral directing for a funeral establishment
- The managing funeral director's physical residence shall be within 75 miles of the funeral establishment.
- The managing funeral director may only serve as the regularly employed managing funeral director for one funeral establishment unless owned by the same person, firm, or corporation.

## Establishment Application

Application for a license to operate a funeral establishment shall be made in writing on a form provided by the board and shall be accompanied by an application fee established by the board. *(The items below shall be provided to the Board with the establishment application)*

The applicant shall provide all the following:

- (1) A completed funeral establishment application with applicable fee.
- (2) Managing funeral director and a managing embalmer letters.

(3) Photographs of the buildings, equipment, and facilities of the establishment, to include all rooms, hearse, professional equipment, caskets and funeral merchandise.

(4) General Price List, Casket Price List, Outer Burial Container Price List, Embalming Authorization, Statement of Goods and Services.

(5) If a Corporation, Firm or LLC, a copy of the Alabama Secretary of State certificate or registration the showing the registered name of the Corporation, Firm or LLC. (The name of the corporation, firm or LLC cannot contain the name of an individual not licensed by the Board)

(6) Current City, County, or Municipal business license. These licenses must be provided to the Board prior to operation

Upon receipt of the application, documents, licenses, photographs and all applicable fees, **(which are non-refundable)**, the board will schedule an inspection of the funeral establishment. If the board determines that the establishment meets the qualifications prescribed by law, it shall issue a license to operate a funeral establishment. **No funeral establishment for the preparation, disposition, and care of dead human bodies shall be opened or operational unless licensed by the board.**

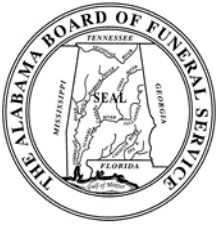
Any funeral establishment advertising cremation or cremation services that does not own a crematory shall include the following disclaimer in a clear and conspicuous manner on all advertisements and printed material: "This establishment does not own a crematory." *An advertisement shall include, but is not limited to, a notice or announcement in a public medium, including the Internet, promoting the funeral establishment and any printed material containing the name of the funeral establishment.*

The following checklist is provided to aid applicants with requirements as outlined in the Code of Alabama 1975, Title 34 Chapter 13 and Administrative Code 395.

### **Owners who do not hold a funeral director or embalmer license**

The issuance of a license to operate a funeral establishment to a person who is not individually licensed as a funeral director or embalmer does not entitle that person to practice embalming or funeral directing, as defined by this chapter. A funeral establishment license shall be revoked by the board if any person, whether owner, officer, stockholder, or otherwise, who is connected with the funeral home performs any of the functions of a funeral director or embalmer as defined herein or shall hold himself or herself out as a funeral director or embalmer.

No firm or corporation applying to own and operate a funeral establishment may include in its name or charter the name of any person who is not individually licensed as a funeral director in this state.



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## Initial Establishment Inspection Checklist

Minimum Requirement	
<b>Documentation</b>	
	Licenses issued under this chapter current and on public display in an area not restricted from the public travel
	Current funeral director and embalmer licenses issued under this chapter displayed in the place of business or employment of the licensee
	Current city, county, or municipal business license
	General Price List, Casket Price List, Outer Burial Container Price List and Statement of Goods and Services compliant with the FTC Funeral Rule
	Embalming authorization
	Records kept on site
<b>Premises</b>	
	One room suitable for public viewing or other funeral services that is a minimum of 1000 square feet.
	An office for holding arrangement conferences with relatives or authorizing agents.
<b>Display Room</b>	
	Selection or display room for persons to view available funeral merchandise or supplies
	Clean and neatly arranged
	Adult caskets displayed in full size, cuts, photographs, or electronic images and an adequate supply of funeral merchandise
	Card or brochure in each full-size and cut casket and a clear statement on each photograph and electronic image of a casket stating the unit price of that casket
	Eight different adult full size caskets be on the premises
<b>Rest Room</b>	
	At least one public rest room
	Clean nonporous floors and walls
	Hot and cold running water and adequate fixtures
	Roll, disposable towels or electronic hand dryers
	Adequate lighting and fixtures
	Adequate plumbing & fixtures
	Not being used as a storage area for mops, brooms, or any other items
<b>Preparation Room</b>	
	Sanitary nonporous floor and walls
	Proper drainage (ie: floor drain, drainage for aspiration equipment)
	Adequate ventilation (vent fan)
	Operating embalming equipment
	One approved embalming table
	Professional instruments
	Hot and cold running water

	Container or receptacle for soiled linen or clothing
	Container or receptacle for waste
	Supplies for the preparation and embalming of dead human bodies for burial, cremation, and transportation.
	Method of identification for each deceased individual in the possession or custody of the funeral establishment. (non-detachable ankle bracelet) which may contain any information at the discretion of the establishment in addition to the following required information the concerning the deceased: (a) First and last name (b) Date of Death (c) Name of Funeral Establishment
	Embalming log containing any information at the discretion of the establishment in addition to the following required information the concerning the deceased: (a) Name of the deceased (b) Date of embalming (c) Time embalming procedure began and ended (d) Signature of the embalmer
	Aspirator, trocar, nasal tube aspirator, and aspirating hoses
	Clean and not being used as storage
<b>Hearse or Funeral Coach</b>	
	At least one operating funeral coach or hearse properly licensed and equipped for transporting human remains in a casket or urn.
<b>Access</b>	
	reasonable access granted to the board, or an authorized agent or representative of the board, for inspecting the facilities of the funeral establishment.
<b>General Interior and Exterior</b>	
	Well maintained and attractive appearance free of litter and debris
	Public travel areas free of objects or other matter which could cause possible injury
	Roof well maintained to prevent any leaks to the interior of the funeral establishment
	Public travel areas free from rotten or deteriorated flooring
	Interior openings to the outside of the establishment screened, covered or sealed to prevent the entrance of insects or rodents
	Opening between the preparation room and public areas sealed to prevent fumes from escaping
	Public areas' walls, ceilings and floors absent from holes, scaling paint or any other deterioration