



ALABAMA BOARD OF FUNERAL SERVICES APPRENTICE FUNERAL DIRECTOR CHECKLIST

SUBMIT	DOCUMENTS
	COMPLETED APPLICATION FOR APPRENTICE CERTIFICATION
	SIGNED CITIZENSHIP DOCUMENTATION WITH COPY OF GOVERNMENT ISSUED IDENTIFICATION
	BACKGROUND CHECK APPLICATION AND DISCLOSURE
	TWO COMPLETE SETS OF FINGERPRINT CARDS (FEDERAL BLUE CARDS)
	COURT DISPOSITION RECORDS FOR CONVICTIONS (IF APPLICABLE)
	CERTIFIED HIGH SCHOOL TRANSCRIPT (SENT DIRECTLY TO THE BOARD FROM THE SCHOOL)
PAY	FEES
	APPLICATION FEE (\$50.00 PER CERTIFICATION)
	BACKGROUND CHECK FEE (\$38.25)(ONE FEE IF APPLYING FOR MORE THAN ONE CERTIFICATION AT THE SAME TIME) (NO FEE OR PRINTS REQUIRED IF IT HAS BEEN LESS THAN 12 MONTHS SINCE YOUR LAST BOARD REQUESTED BACKGROUND CHECK
<ul style="list-style-type: none"> QUESTIONS REGARDING AN APPLICATION SHOULD BE EMAILED TO INFO@FSB.ALABAMA.GOV OR AT WWW.FSB.ALABAMA.GOV – CONTACT US. IF THE APPLICANT HAS BEEN CONVICTED OF A FELONY OR MISDEMEANOR, THE APPLICANT MUST REQUEST CERTIFIED RECORDS BE MAILED TO THE BOARD FROM THE COURT IN WHICH THE CONVICTION OCCURRED. MAIL TO: P.O. BOX 309522 MONTGOMERY, AL 36130 ALL FEES CAN BE COMBINED IN ONE FORM OF PAYMENT (CASH, CHECK, MONEY ORDER, CASHIER’S CHECK, CREDIT CARD) 	

BOARD USE ONLY		
YES	NO	
		OVER 18 YEARS OF AGE
		COMPLETED APPLICATION
		BACKGROUND CHECK APPLICATION AND DISCLOSURE
		FINGERPRINT CARDS
		CERTIFIED HIGH SCHOOL TRANSCRIPT
		BEASON-HAMMOND/ COPY OF ID
		FEES
		BACKGROUND RESULTS