



ALABAMA BOARD OF FUNERAL SERVICES FUNERAL DIRECTOR CHECKLIST

SUBMIT	DOCUMENTS
	COMPLETED APPLICATION FOR PERMANENT LICENSE
	TWO AFFIDAVITS FROM TWO DIFFERENT LICENSED FUNERAL DIRECTORS
	SIGNED CITIZENSHIP DOCUMENTATION WITH COPY OF GOVERNMENT ISSUED IDENTIFICATION
	BACKGROUND CHECK APPLICATION AND DISCLOSURE
	TWO COMPLETE SETS OF SIGNED FINGERPRINT CARDS (FEDERAL BLUE CARDS)
	COURT DISPOSITION RECORDS FOR CONVICTIONS (IF APPLICABLE)
	FUNERAL DIRECTING CASE REPORTS (50 CASES), ANNUAL REPORTS AND SKILLS EVALUATION (24-CONSECUTIVE MONTHS)
	CERTIFIED PASSING SCORES ON THE NBE (ART) SENT DIRECTLY TO THE BOARD FROM THE CONFERENCE (IF APPLICABLE)
	ALABAMA LAWS, RULES, AND REGULATIONS EXAM REGISTRATION
	ALABAMA FUNERAL DIRECTOR EXAM REGISTRATION (IF APPLICABLE)
	CERTIFIED TRANSCRIPT FROM ACCREDITED MORTUARY SCHOOL OR COLLEGE SHOWING DEGREE OR CERTIFICATE AWARDED (IF APPLICABLE) (SENT DIRECTLY TO THE BOARD FROM THE SCHOOL OR COLLEGE)
	CERTIFIED TRANSCRIPT FROM ACCREDITED COLLEGE OR UNIVERSITY SHOWING BACHELOR'S DEGREE AWARDED (IF APPLICABLE) (SENT DIRECTLY TO THE BOARD FROM THE COLLEGE OR UNIVERSITY)
PAY	FEES
	APPLICATION FEE (\$230.00)
	BACKGROUND CHECK FEE (\$38.25) (ONE FEE IF APPLYING FOR MULTIPLE LICENSES AT THE SAME TIME) (NO FEE OR PRINTS REQUIRED IF IT HAS BEEN LESS THAN 12 MONTHS SINCE YOUR LAST BOARD REQUESTED BACKGROUND CHECK)
	LAW EXAM FEE (\$50.00) (ONE FEE IF APPLYING FOR MULTIPLE LICENSES)
	ALABAMA FUNERAL DIRECTOR EXAMINATION (\$100.00) (IF APPLICABLE)
	NBE EXAM FEE PAID DIRECTLY TO THE CONFERENCE (IF APPLICABLE)

- TO CONSTITUTE A PASSING SCORE, THE APPLICANT SHALL EARN A SCORE OF AT LEAST 75%
- APPLICANTS FOR THE LAW EXAM SHALL FOLLOW THE EXAMINATION GUIDE ON THE BOARD'S WEBSITE AT WWW.FSB.ALABAMA.GOV – APPLICANTS- EXAMINATIONS
- 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
		BACKGROUND RESULTS
		BEASON-HAMMOND/ COPY OF ID
		FEES
		COMPLETED FUNERAL DIRECTING APPRENTICESHIP
		TWO AFFIDAVITS
		CASE REPORTS/ANNUAL REPORTS/SKILLS EVALUATIONS
		ACCREDITED MORTUARY SCHOOL TRANSCRIPTS LISTING DEGREE AWARDED
		ACCREDITED UNIVERSITY OR COLLEGE TRANSCRIPTS LISTING BACHELOR'S DEGREE AWARDED
		EXAM REGISTRATION
		PASSING RESULTS ON THE ALABAMA FUNERAL DIRECTOR EXAM (IF APPLICABLE)
		CERTIFIED RESULTS ON NBE ARTS EXAM (IF APPLICABLE)
		PASSING RESULTS ON THE ALABAMA LAWS, RULES, AND REGULATIONS EXAM