



KAY IVEY
GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICES

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106
P.O. BOX 309522 | MONTGOMERY, ALABAMA 36130
PHONE 334.242.4049 | WWW.FSB.ALABAMA.GOV
EMAIL: INFO@FSB.ALABAMA.GOV



CHARLES PERINE
DIRECTOR

Good Evening Licensees,

The board is currently processing renewals for the 2024-2026 licensing period for funeral directors, embalmers, cremationists, and funeral establishments, as well as the 2024-2025 licensing period for apprentice funeral directors, apprentice embalmers, certificates of authority, branch (preneed), and preneed sales agents.

We have encountered several issues with individuals not properly accessing the new system, failing to verify their email addresses before the renewal period, and not establishing "Authorized Representatives" for funeral establishments. Additionally, there are some technical issues within the new system, as it is a recently implemented platform with new data.

To accommodate these challenges, the board is extending the renewal period without a late penalty. Licensees may renew without penalty until September 15, 2024. From September 16, 2024, until October 1, 2024, renewals will be accepted with a late penalty of \$100 per license. Any licensees who have not renewed by 4:30 p.m. on October 1, 2024, must cease and desist from practice.

Paper renewals are permitted and must be completed using the current renewal form available on the board's website.

Important Information for Establishments:

Insurance Documentation:

If you submitted a paper renewal without the Certificate of Liability Insurance, your renewal will not be processed until this certificate (\$1,000,000 coverage) is received. If the certificate is received after September 15, 2024, please include the \$100 per license late penalty. If not received by October 1, 2024, you must cease all operations as a funeral establishment.

Inspections:

1. The Board is currently conducting annual inspections. The Certificate of Liability Insurance must be shown to the inspector at the time of inspection for each establishment. Please note that the Certificate of Liability Insurance does not need to be publicly displayed.
2. To obtain a copy of your inspection report and invoice, the "Authorized Representative" must log into the "Business Licensing" portal and click on "Inspections."
3. The annual inspection fee is \$100 and is due 45 days from the inspection date. If the inspection fee is not paid within 45 days, a late penalty of \$150 will be applied.



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Steps to Access the Licensee Portal and Business Licensing Portal:

1. Visit the board's website: www.fsb.alabama.gov.
2. Click "Licensees."
3. Select "Online Services."
4. Enter your email address.
5. Click "Reset Password."
6. Follow the prompts to establish a new password.

Each business must have its own email address for receiving correspondence from the board. However, every establishment must designate an "Authorized Representative" to manage business transactions in the online portal on behalf of the establishment.

Instructions for the "Authorized Representative":

1. Visit the board's website: www.fsb.alabama.gov.
2. Click "Licensees."
3. Select "Online Services."
4. Click "Business Licensing."
5. Sign in using the same email and password established for their personal "Licensing Portal" login.

Please note that an unlicensed person may be designated as an "Authorized Rep," but they must have their own email address and a profile established in the system. To establish a profile for an unlicensed individual, please email charles.perine@fsb.alabama.gov with the individual's name, email address, and the establishment they will represent.

ALL: Please check your email and/or email spam for any deficiencies as it pertains to your renewal. Failure to respond and correct any deficiencies will result in your renewal being denied.



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If you have any questions, please email Charles.perine@fsb.alabama.gov. Please include a phone number to contact you at in your email. Please allow 24 hours for my response.

Thank you for your attention to these matters.

Thank You,

Charles M. Perine
Executive Director