



## ALABAMA BOARD OF FUNERAL SERVICES EMBALMER CHECKLIST

SUBMIT	DOCUMENTS	
	COMPLETED APPLICATION FOR PERMANENT LICENSE (SELECT EMBALMER)	
	TWO AFFIDAVITS FROM TWO DIFFERENT LICENSED EMBALMERS	
	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)	
	EMBALMING CASE REPORTS (50 CASES), ANNUAL REPORTS AND SKILLS EVALUATION (24-CONSECUTIVE MONTHS)	
	CERTIFIED PASSING SCORES ON THE NBE (SCIENCE) SENT TO THE BOARD DIRECTLY FROM THE CONFERENCE (IF APPLICABLE)	
	ALABAMA LAWS, RULES, AND REGULATIONS EXAM REGISTRATION	
	ALABAMA EMBALMER EXAM REGISTRATION (IF APPLICABLE)	
	CERTIFIED TRANSCRIPT FROM ACCREDITED MORTUARY SCHOOL OR COLLEGE SHOWING DEGREE AWARDED (SENT DIRECTLY TO THE BOARD FROM THE SCHOOL OR COLLEGE)	
PAY	FEES	
	APPLICATION FEE (\$230.00)	
	BACKGROUND CHECK FEE (\$38.25) (ONE FEE IF APPLYING FOR MULTIPLE LICENSES <u>AT THE SAME TIME</u> ) (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 EMBALMER EXAMINATION (\$100.00) (IF APPLICABLE)	
	NBE FEE PAID DIRECTLY TO THE CONFERENCE (IF APPLICABLE)	
<ul style="list-style-type: none"> <li>TO CONSTITUTE A PASSING SCORE, THE APPLICANT SHALL EARN A SCORE OF AT LEAST 75%</li> <li>APPLICANTS FOR THE LAW EXAM SHALL FOLLOW THE EXAMINATION GUIDE ON THE BOARD'S WEBSITE AT <a href="http://WWW.FSB.ALABAMA.GOV">WWW.FSB.ALABAMA.GOV</a> – APPLICANTS- EXAMINATIONS</li> <li>QUESTIONS REGARDING AN APPLICATION SHOULD BE EMAILED TO <a href="mailto:INFO@FSB.ALABAMA.GOV">INFO@FSB.ALABAMA.GOV</a> OR AT <a href="http://WWW.FSB.ALABAMA.GOV">WWW.FSB.ALABAMA.GOV</a> – CONTACT US.</li> <li>IF THE APPLICANT HAS BEEN CONVICTED OF A FELONY OR MISDEMEANOR, THE APPLICANT MUST REQUEST <b>CERTIFIED</b> RECORDS BE MAILED TO THE BOARD FROM THE COURT IN WHICH THE CONVICTION OCCURRED. MAIL TO: P.O. BOX 309522 MONTGOMERY, AL 36130</li> <li>ALL FEES CAN BE COMBINED IN ONE FORM OF PAYMENT (CASH, CHECK, MONEY ORDER, CASHIER'S CHECK, CREDIT CARD)</li> </ul>		
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 EMBALMING APPRENTICESHIP
		TWO AFFIDAVITS
		CASE REPORTS/ANNUAL REPORTS/SKILLS EVALUATIONS
		ACCREDITED MORTUARY SCHOOL TRANSCRIPTS LISTING DEGREE AWARDED
		EXAM REGISTRATION
		PASSING RESULTS ON THE ALABAMA EMBALMER EXAM (IF APPLICABLE)
		CERTIFIED RESULTS ON NBE SCIENCE EXAM (IF APPLICABLE)
		PASSING RESULTS ON THE ALABAMA LAWS, RULES, AND REGULATIONS EXAM