



# ALABAMA BOARD OF FUNERAL SERVICES

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

4276 LOMAC STREET | (334)242-4049 PHONE  
MONTGOMERY, AL 36106 | (334) 353-7988 FAX

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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.

A funeral establishment is located at a specific street address where the profession of funeral directing, embalming, or cremation is practiced in the care, planning, and preparation for burial, cremation, or transportation of human dead.

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.**

A funeral establishment with a crematory on site, all items indicated with (\*) are required in addition to minimum requirements.

## Managing Funeral Director / Managing Embalmer / \*Managing Cremationist

- 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
- \*MANAGING CREMATIONIST. A licensed cremationist who is also a licensed funeral director who has full charge, control, and supervision of all activities involving the crematory.
- 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.



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## 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 / Managing embalmer / \*Managing Cremationist letters.
- (3) Photographs of the buildings, equipment, and facilities of the establishment, to include all rooms, hearse, professional equipment, caskets, funeral merchandise, \*crematory facilities, cooler, holding room, processor, ventilation, chamber.
- (4) General Price List, Casket Price List, Outer Burial Container Price List, Embalming Authorization, Statement of Goods and Services.
- (5) \*Crematory registration application.
- (6) 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).
- (7) Current City, County, or Municipal business license. These licenses must be provided to the Board prior to operation.
- (8) Proof of \$1,000,000.00 general liability insurance, including the company name, policy number, policy effective date and expiration date.

Upon receipt of the application, documents, licenses, photographs, and all applicable fees, **(which are non-refundable)**, the board will schedule an inspection of the facilities. If the inspection reveals that the qualifications prescribed by law are met, interim approval to operate the funeral establishment as branch location will be given until final approval is issued by the Board at the next quarterly Board meeting. **No branch location 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



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*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, embalmer, or cremationist does not entitle that person to practice embalming, funeral directing, or cremations 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 establishment performs any of the functions of a funeral director, embalmer or cremationist as defined herein or shall hold himself or herself out as a funeral director, embalmer, or cremationist.

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 or embalmer in this state.



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## Initial Establishment Inspection Checklist

Minimum Requirements	
<b>Documentation</b>	
	ALL license, certificates and registrations are on display (visible) in a public area, and are current (have not expired)
	ALL funeral directors that work at the establishment licenses are on display (visible) in a public area, and are current (have not expired)
	ALL embalmers that work at the establishment licenses are on display (visible) in a public area, and are current (have not expired)
	ALL cremationists that work at the establishment licenses are on display (visible) in a public area, and are current (have not expired)
	Current and visible city, county, and/or municipal business license(s) (have not expired)
	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
	Cremation authorization form from crematory contains the required information in accordance with Administrative Code 395-X-6-.14(2)
	Proof of \$1,000,000.00 general liability insurance that is current, (has not expired) including company name, policy number, coverage start date and coverage expiration date
	Records kept on site (deceased funeral file with documents)
<b>Premises</b>	
	One room suitable for public viewing or other funeral services that is a minimum of 1000 sq ft. (Any establishment after May 2022)
	An office for holding arrangement conferences.
<b>Display Room</b>	
	Selection or display room for persons to view available funeral merchandise or supplies
	Selection room is clean and neatly arranged
	Adult caskets displayed in at least one of the following methods: full size, cuts, photographs, or electronic images
	Funeral merchandise present (urn, burial containers, clothing, etc.)
	Prices displayed on each casket, cut, photograph, electronic image, and all funeral merchandise
	Eight full size adult caskets that are different (style, color, size) and on the premises
<b>Rest Room</b>	
	At least one public rest room
	Clean nonporous floors and walls (will not absorb liquid) (grout must be sealed)
	Hot and cold running water and adequate fixtures (sink, faucets) (operational, secured, no leaks, not broken)
	Roll, disposable towels, or electronic hand dryers (towels present, operational)
	Adequate lighting and fixtures (all working, not broken, secured, no missing outlet covers, no exposed wires)
	Adequate plumbing & toilets (not broken, no leaks, secured, operational)
	Mops, brooms, or any other items not stored in the restroom



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<b>Preparation Room</b>	
	Clean nonporous floor and walls (will not absorb liquid) (grout must be sealed)
	Proper floor drainage (floor drain where liquids can be directed if a spill occurs)
	Waste drainage for aspiration equipment (waste sink or enclosed drain)
	Adequate ventilation (vent fan that removes fumes or odors from prep room)
	Operating embalming equipment (embalming machine)
	One table designed and approved for embalming
	Professional instruments (instruments used during the embalming process or preparation of deceased bodies)
	Hot and cold running water at embalming table
	Hot and cold running water at handwashing sink
	Container or receptacle for soiled linen and/or clothing
	Container or receptacle for waste
	Adequate lighting and fixtures (all working, not broken, secured, no missing outlet covers, no exposed wires)
	Supplies for the preparation and embalming of dead human bodies for burial, cremation, and transportation. (plastic garments, air tray, cremation container, cosmetics, embalming fluid, cavity fluid, fixatives, etc.)
	ID tag is a non-detachable ankle bracelet (no toe tags) for each deceased individual in the possession or custody of the funeral establishment. The tag must have the minimum following required information (a) First and last name (b) Date of Death (c) Name of Funeral Establishment (Hospital bands or toe tags do not replace ID tags)(ID tags are still required)
	Embalming log must contain at a minimum the following information about the deceased: (a) First and last name (b) Date of embalming (c) Time embalming procedure began and ended (d) Signature of the embalmer (no printed or stamped names or initials)
	Operational aspirator, trocar, nasal tube aspirator, and aspirating hoses
	Room is clean of blood when not in use
	Room is clean and not being used as storage for boxes, tables, files, outside equipment, caskets etc.
<b>Hearse or Funeral Coach</b>	
	At least one operating funeral coach or hearse properly licensed with a current tag and equipped by the manufacture 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 investigation and/or inspecting the facilities of the funeral establishment. (within 20 minutes of the request regardless of the day or time)
<b>General Interior and Exterior</b>	
	Well maintained and attractive appearance free of litter and debris (no uncut grass, items not related to the funeral business, etc.)



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	Public travel areas free of objects or other matter which could cause possible injury (no construction debris, broken steps or walkways, damaged rails, or fences, hanging objects, loose rugs, or rotten wood, etc.)
	Roof well maintained to prevent any leaks to the interior of the funeral establishment (no missing shingles, visible roof damage, holes, etc.)
	Public travel areas free from rotten or deteriorated flooring (no damaged, missing or holes in floor, tiles, or carpet, etc.)
	Any openings or holes in the floor, ceiling or walls are 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 (no light visible or gaps around doors or windows)
	No holes, scaling paint, cracks, missing paneling, tiles, or deterioration in the walls, ceilings, and floors of public areas (no missing light covers, holes from missing fixtures or items that have been removed, signs of roof leaks, etc.)
<b>Crematory</b>	
*	Crematory is permanently attached to the real property where the establishment is located (on the same property)
*	Crematory operator training certificates posted in the crematory (i.e.: certificates from NFDA, CANA, Matthews)
*	Holding room that is a minimum of 100 sq. ft.
*	Holding room secured by locking door with "employees only" sign
*	Holding room walls and floors non-porous (will not absorb liquid)
*	Container or receptacle for soiled linen and/or clothing
*	Container or receptacle for waste
*	Adequate lighting and fixtures (all work, not broken, secured, no missing outlet covers, no exposed wires)
*	Clean of blood when not in use
*	Holding room is clean and not being used as storage
*	Opening between the holding room and other areas sealed to prevent odors from escaping (no light visible or gaps around doors or windows)
*	No bodies stacked or in direct contact with other bodies
*	Refrigeration unit for minimum of 3 bodies
*	Refrigeration unit has non-porous floors
*	Refrigeration unit has working thermostat
*	Refrigeration temperature is between 35 and 45 degrees
*	Metal tag has the name of the crematory and identification number
*	Cremation containers must be <ol style="list-style-type: none"> <li>1. Combustible</li> <li>2. Completely cover human remains</li> <li>3. Resistant to leakage or spillage</li> <li>4. Rigid</li> </ol>
*	Operational cremation chamber
*	Floors around the cremation chamber are non-porous (will not absorb liquid)
*	Operable processor



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*	Operable ventilation unit in conjunction with the processor (next to or part of the processor)
*	Handwashing sink with hot and cold water
*	Equipment to complete a cremation (rake, broom, rollers, pan, temporary containers, cremation containers, etc.)
*	State ID form (all establishments must use prescribed form)
*	<p>Cremation Log must contain the minimum information</p> <ol style="list-style-type: none"> <li>1. Name of deceased</li> <li>2. ID number</li> <li>3. Date of cremation</li> <li>4. Start and end time of the cremation</li> <li>5. Cremation performed for (name of funeral home)</li> <li>6. Disposition of cremains (i.e.: return to FH, return to family)</li> <li>7. Signature of the cremationist (no initials, or printed names)</li> </ol>
*	<p>Cremation Authorization must contain the minimum information and must be the form used by the crematory. (form must be compliant regardless of the state where the cremation is performed.)</p> <ol style="list-style-type: none"> <li>1. Name of crematory performing the cremation</li> <li>2. Name of funeral home cremation being performed for</li> <li>3. Deceased Information             <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Date of birth</li> <li>c. Date of death</li> <li>d. Age</li> <li>e. Place of death</li> <li>f. Time of death</li> </ol> </li> <li>4. Mechanical or artificial implants</li> <li>5. Authorizing agent's signatures and relationships to deceased</li> <li>6. Disposition of cremated remains</li> <li>7. Party to receive cremated remains</li> <li>8. Signature and title of funeral home representative</li> <li>9. Signature of receipt of cremated remains</li> </ol>