



## ALABAMA BOARD OF FUNERAL SERVICES RECIPROCITY CHECKLIST

SUBMIT	DOCUMENTS
	COMPLETED APPLICATION FOR PERMANENT LICENSE (SELECT LICENSE(S) BY RECIPROCITY)
	SIGNED CITIZENSHIP DOCUMENTATION WITH COPY OF GOVERNMENT ISSUED IDENTIFICATION
	CURRENT LICENSE IN ANOTHER STATE AS A FUNERAL DIRECTOR AND/OR EMBALMER
	LICENSE VERIFICATION FROM STATE WHERE CURRENTLY LICENSED (SENT DIRECTLY FROM THE STATE WHERE LICENSED)
	BACKGROUND CHECK APPLICATION AND DISCLOSURE
	TWO COMPLETE SETS OF SIGNED FINGERPRINT CARDS (FEDERAL BLUE CARDS)
	COURT DISPOSITION RECORDS FOR CONVICTIONS (IF APPLICABLE)
	CERTIFIED PASSING SCORES ON THE NBE SENT TO THE BOARD DIRECTLY FROM THE CONFERENCE (IF APPLICABLE)
	CERTIFIED PASSING SCORES ON STATE ADMINISTERED EXAM(S) (IF APPLICABLE)
	ALABAMA LAWS, RULES, AND REGULATIONS EXAM REGISTRATION
	CERTIFIED TRANSCRIPT FROM ACCREDITED MORTUARY SCHOOL OR COLLEGE SHOWING DEGREE AWARDED (SENT DIRECTLY TO THE BOARD FROM THE SCHOOL OR COLLEGE)
PAY	FEEES
	APPLICATION FEE (\$300.00)
	BACKGROUND CHECK FEE (\$38.25)( ONE FEE IF APPLYING FOR MULTIPLE LICENSES <b>AT THE SAME TIME</b> )
	LAW EXAM FEE (\$50.00) (ONE FEE IF APPLYING FOR MULTIPLE LICENSES)
<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
		LICENSE VERIFICATION FROM STATE WHERE CURRENTLY LICENSED
		ACCREDITED MORTUARY SCHOOL TRANSCRIPTS LISTING DEGREE AWARDED
		EXAM REGISTRATION
		CERTIFIED NBE SCORES
		PASSING RESULTS ON THE ALABAMA LAWS, RULES, AND REGULATIONS EXAM