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ALABAMA BOARD OF FUNERAL SERVICES

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CHARLES PERINE
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A few housekeeping notes for this inspection season. The Board is currently conducting establishment inspections (October 1, 2024 - September 30, 2025). The items below are part of the annual inspection and will be verified **during** the inspection in addition to other requirements.

- General Liability insurance policy showing consistent \$1,000,000.00 general liability insurance coverage. (The inspection cannot proceed without this policy, failure to produce this policy will result in a non-compliant inspection)

§34-13-113 Commencing on October 1, 2023, each application for license to operate a funeral establishment or to operate a mortuary service shall include proof of general liability insurance in an amount of at least one million dollars (\$1,000,000). **Upon request of the board**, proof of continuing coverage shall also be provided for renewal of either license.

- FTC compliant price lists (general price list, casket price list, outer burial container price list)
- Licenses publicly displayed (this includes all funeral director, embalmer, cremationist, establishment, crematory certificate of authority, and preneed sales agent)(printing licenses is the responsibility of each licensee. They are printed from the licensee’s personal profile, select wallet and pocket card, select the license, download, print)
- Completed documents: embalming authorization forms, cremation state identification forms, cremation authorization forms, statement of goods and services signed by the authorizing agent, disposition of cremated remains, receipt of cremated remains, embalming log
- Properly identified human remains with non-detachable ID bands (first name, last name, date of death, funeral home name)
- Properly identified cremated remains (first name, last name, date of death, funeral home name, name of crematory that performed the cremation)

Annual establishment inspection \$100.00 plus any inspection citations (payable within 45 days of the inspection)

Annual establishment inspection late fee \$150.00 in addition to the \$100.00 inspection fee and any inspection citations (payable if the fees are not received within 45 days of the inspection)

Invoices will NOT be sent via mail or email. Establishments must log into the business portal, select invoices, select the most recent inspection, print if desired, and pay (online, mail or deliver the correct amount).

If you are still having problems logging into your personal profile, please see the instructions below. If you are still unable to log into your profile, please contact the Board’s office for assistance.

Steps to Access the Licensee Portal and Business Licensing Portal:

Licensee Portal

Visit the board's website: www.fsb.alabama.gov.

1. Click "Licensees."
2. Select "Online Services."
3. Enter your email address.
4. Click "Reset Password."
5. 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.