



**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](http://WWW.FSB.ALABAMA.GOV)  
EMAILS

FUNERAL DIVISION: [INFO@FSB.ALABAMA.GOV](mailto:INFO@FSB.ALABAMA.GOV)  
PRENEED DIVISION: [PRENEED@FSB.ALABAMA.GOV](mailto:PRENEED@FSB.ALABAMA.GOV)



**CHARLES PERINE**  
DIRECTOR

## **Important: Apprentice Certification Renewal**

You are receiving this email because you currently hold a certification that will expire on **October 1, 2025**. This notice serves as an official reminder and includes important instructions for renewing your certification. Please review **all instructions carefully and thoroughly** before beginning the renewal process. Applications will be available on the Board’s website starting **July 1, 2025**.

In accordance with the **Code of Alabama, 1975**:


- **§34-13-131**: All **Apprentice Certifications** issued by the Alabama Board of Funeral Services must be renewed annually and will expire on **October 1** if not renewed.

***The Board will begin accepting renewal applications for apprentice certifications on **July 1, 2025**.***

***Please note: Applications submitted before July 1, 2025 will not be processed and will be returned.***

- **Renewal Period Without Penalty**: July 1 – September 1, 2025
- **Late Renewal Period (with \$100 late fee)**: September 2 – October 1, 2025
- **Renewals Close**: After October 1, 2025 – the license or certification will be expired

If using expedited delivery services (FedEx, UPS, overnight, etc.), please ensure the item is **delivered before 4:30 PM on business days**. The Board office is **closed on weekends**, and delivery dates **do not guarantee** the item has been received.

 **Do not submit renewal applications for Funeral Director, Embalmer, Cremationist, or Establishment licenses at this time. These are not due until 2026.**

### Renewal Fees

License Type	Renewal Fee	Renewal fee and Late Fee (After Sept. 1, 2025)
Apprentice Funeral Director	\$50.00	\$150.00
Apprentice Embalmer	\$50.00	\$150.00

**Online Services Portal Instructions - [Select the link below for portal instructions](#)**

**[Online Services Portal – Alabama Board of Funeral Services](#)**

Before renewing, ensure that:

- Certification(s) are **current, active, and in good standing** (i.e., all fees/fines are paid, and no administrative issues are pending).
- **contact and employment information** is accurate and up to date.

Renewals may be completed **online** or **by mail**.

**Online Portal Renewal – How do I get to Online Portal? (Select the link below)**

- **Apprentices** select “Are you a Licensee?” **Licensee Portal**.  
<https://alfsb.portalus.thentiacloud.net/webs/portal/service/#/login>

### **Required Supporting Documents**

**DO NOT Submit Renewal Without Supporting Documents. Supporting documents must be submitted with the renewal in order for it to be processed. If a renewal is received without supporting documents the renewal will not be processed and will be returned.**

**Apprentice Funeral Director/Embalmer: Required supporting documents (select link or PDF forms available on the Board’s website under forms)**

- Apprentice Annual Report [APPRENTICE-ANNUAL-REPORT-CASE-REPORT-AND-SKILLS-EVALUATION-25.pdf](#) (If you were an active apprentice on October 1, 2024 Annual Report dates are 10/1/2024 – 10/1/2025. If your apprenticeship started after 10/1/2024 the Annual Report dates are your start date – 10/1/2025).
- Case Report [APPRENTICE-ANNUAL-REPORT-CASE-REPORT-AND-SKILLS-EVALUATION-25.pdf](#)
- Skills Evaluation Form [APPRENTICE-ANNUAL-REPORT-CASE-REPORT-AND-SKILLS-EVALUATION-25.pdf](#)
- Supervisor Agreement [APPRENTICE-SUPERVISION-AGREEMENT25.pdf](#)

### **Method of Payment**

Choose a payment method for online renewal:

- **Employer Pay – Business Credit Card Payments only – do not select this method if the business is paying by check.** Employer will pay from the Business Licensing Portal using a **credit card only**.

***All apprentice certifications (funeral director and/or embalmer) must be listed as employed by the establishment for employer pay to be available.***

- **Pay by Check** – The apprentice or the employer will submit a check to the board by mail.
- **Direct Payment** (credit/debit) – **Apprentice** is paying using a credit/debit card.



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DIRECTOR

**Important:** Online renewal applications are **not considered submitted** until payment and required documents have been submitted. Late fees apply if payment or required documents are received after **September 1, 2025**.

## Mail-in Renewals

If renewing by mail:

- Include correct payment with the **completed** renewal application(s).
- Use tracked shipping as an option to confirm delivery. (not required)
- Mail to:  
**Alabama Board of Funeral Services**  
4276 Lomac Street  
Montgomery, AL 36106

One check or money order **in the correct amount** is acceptable for multiple applications. Clearly indicate which renewal the payment covers.

### **Required Supporting Documents**

**DO NOT** mail a Renewal Without Supporting Documents. Supporting documents must be mailed with the renewal in order for it to be processed. If a renewal is received without supporting documents the renewal will not be processed and will be returned.

**Apprentice Funeral Director/Embalmer: Required supporting documents (select link or PDF forms available on the Board's website under forms)**

- Apprentice Annual Report [APPRENTICE-ANNUAL-REPORT-CASE-REPORT-AND-SKILLS-EVALUATION-25.pdf](#) (If you were an active apprentice on October 1, 2024 Annual Report dates are 10/1/2024 – 10/1/2025. If your apprenticeship started after 10/1/2024 the Annual Report dates are your start date – 10/1/2025).
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## After You Renew

- The Board communicates **exclusively by email** regarding renewals.

- Each apprentice must **access their online portal** to download and print renewed certifications.
- **Apprentices must have an email address** that is not the same email address as other licensee, apprentice, or establishment; shared emails will prevent printing renewed certifications.



**The Board does not mail certifications.** It is the apprentice's responsibility to print and publicly display certifications as required by law. Failure to publicly display all certifications may result in disciplinary action.

If you need assistance after following these instructions, please contact the Board's office.