

Subject: Important: License or Certification Renewal Required by October 1, 2025

You are receiving this email because you currently hold a license or certification that will expire on **October 1, 2025**. This notice serves as an official reminder and includes important instructions for renewing your license or certification. Please review **all instructions carefully and thoroughly** before beginning the renewal process. If you have any questions or need assistance, feel free to contact the Board office.

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

- **§34-13-191(d)(1): Certificate of Authority** licenses must be renewed annually and will expire on **October 1st** if not renewed.
- **§34-13-199(j): All Preneed Sales Agent** licenses must be renewed annually and will expire on **October 1st** if not renewed.

The Board will begin accepting renewal applications for **Certificate of Authority licenses, Branch Registrant licenses, and Preneed Sales Agent licenses** 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 1st – September 1st
- **Late Renewal Period (With \$100.00 late fee):** September 2nd – October 1st
- **Renewal Period Close:** After October 1st, the license or certification will be expired

If using expedited delivery services (FedEx, UPS, overnight, etc.), please ensure the package 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.

⚠ Do not attempt to renew an Endowment Care Cemetery registration. These do not expire and do not have a renewal application.

Renewal Fees

License Type	Renewal Fee	Renewal Fee and Late Fee (After September 1st)
Certificate of Authority	\$99.00	\$199.00
Branch Registrant of Certificate of Authority	\$198.00	\$298.00
Preneed Sales Agent	\$33.00	\$133.00

Instructions: [Online Service Portal – Alabama Board of Funeral Services](#)

Before renewing, ensure that:

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

Renewals may be completed **online** or **by mail**. Applications will be available on the Board's website starting **July 1, 2025**.

Online Portal Renewal

- **Preneed Sales Agents** use the “Are You a Licensee?” **Licensee Portal**. <https://alfsb.portalus.thentiacloud.net/webs/portal/service/#/login>
- **Certificate of Authority and Branch Registrants** use the “Business Licensing” **Business Licensing Portal**. <https://alfsb.portalus.thentiacloud.net/webs/portal/business/#/login>

Required Supporting Documents

Certificate of Authority:

- Complete financial statement (Requirements on website)
- If approved for a financial statement waiver, include a copy of the waiver approval letter

Method of Payment

Choose a payment method during online submission:

- **Employer Pay**
- **Pay by Check**
- **Direct Payment** (credit/debit)

Important: 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**.

Instructions: 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, Alabama 36106

One check or money order in the correct amount is acceptable for multiple applications. Please clearly indicate which applications the payment covers.

Required Supporting Documents

Certificate of Authority:

- Complete financial statement (Requirements on website)
- If approved for a financial statement waiver, include a copy of the waiver approval letter

After You Renew

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

- Each licensee must **access their own portal** to download and print their renewed license or certificate.
- **Individuals must have their own email address.** Do not have the same email address as other licensees or establishments; this will stop you from printing the renewed license or certificate.

⚠ The Board does not mail licenses (except wallet cards for Preneed Sales Agents). It is your responsibility to print and publicly display your license or certification as required by law. Failure to publicly display all licenses or certifications may result in disciplinary action.

Please contact the Board office if you have any questions or require help with your renewal.