



ALABAMA BOARD OF FUNERAL SERVICE

www.fsb.alabama.gov

400 South Union Street, Suite 395 | (334)242-4049 PHONE
Montgomery, Alabama 36104 | (334) 353-7988 FAX

Email: info@fsb.alabama.gov

Re: *Background Check*

Dear Applicant,

The *Code of Alabama 1975, Title 34 Section 13* requires a Criminal History Background Check be conducted for applicants as listed below:

	License/Certification	Code of AL, 1975
	Reciprocal Funeral Director and/or Embalmer License	§ 34-13-51
	Funeral Director License	§ 34-13-70
	Embalmer License	§ 34-13-91
	Cremationist License	§ 34-13-120.1
	Apprentice Funeral Director and/or Embalmer Certification	§ 34-13-130

The applicant must submit the following items to complete the criminal history background check:

- Completed "ALEA Application" signed by applicant and **two witnesses OR notarized.**
- The required copy of a valid photo identification.
- A classifiable copy of your own fingerprints taken by an authorized law enforcement agency as required on a FBI "Applicant" Fingerprint Card (i.e. blue card). Containing the Alabama Board of Funeral Service ORI number.
- Send ONLY the \$38.25* Fee payable to "Alabama Board of Funeral Service" for the Back ground Check!**
- *The \$25.00 fee on the Background Check Application does not apply!**

All Background paperwork, applications, and fingerprints should be mailed to the Alabama Board of Funeral Service. If you have any question, you may contact me at 334-242-4050.

Sincerely
Charles M. Perine
Executive Director

Enclosure

Please visit your local law enforcement office to have finger print cards completed.

The \$38.25 criminal history background check fee may be paid by check, money order, cashier check, or credit card. Please make all checks, money orders, and cashier checks payable to the *Alabama Board of Funeral Service*. Applicants may pay with a credit card by accessing their profile through the Board's website or contacting the Board's office by phone.

Please allow 7-14 business days for the background check results to be return to the Board.

Mailing Address: P.O. Box 309522, Montgomery, Alabama 36130