

PHYSICAL ADDRESS:
ALABAMA STATEHOUSE SUITE 106
11 SOUTH UNION STREET
MONTGOMERY, ALABAMA 36130

WEBSITE: www.fsb.alabama.gov



MAILING ADDRESS:
P.O. BOX 309522
MONTGOMERY, AL 36130-9522

PHONE: 334-242-4049
FAX: 334-353-7988

STATE OF ALABAMA
ALABAMA BOARD OF FUNERAL SERVICE

ONLINE RENEWAL INFORMATION

*****The Board will still take paper renewals by mail. Enclosed is a paper renewal for those individual who choose to renew their license(s) by mail instead of online. This year will be the last year that the Board will mail out renewal notices. Beginning July 2015, the Board will send renewal notices via email or the apprentice may go to the “Forms” tab of the Board’s website at www.fsb.alabama.gov and print a renewal notice.*****

Beginning July 7, 2014, apprentice will be able to renew their individual certification(s) online through the Board’s website. Apprentice may renew their individual certification by following these steps:

1. Go to the Homepage of the Alabama Board of Funeral Service website and click on the “**ONLINE RENEWAL**” button.
2. In order to access the online renewal application, a username and password must be created by all licensees and apprentices. From the login page, first time users must select “**Register.**”
3. Users will then be prompted for their birthdate and last four of their social security number. **This is the only time users will be asked for the last four of their social.**
4. Once users enter that information, they will hit the “**Register**” button which will bring them to the next page. A suggested username will populate based on their first and last name. Users can change it, if they wish to do so. Users must select a password with the following requirements: minimum of eight (8) characters, including: one lower case letter, one upper case letter, one number and one special character such as !@#%\$. Users will have to enter their password again for confirmation purposes, and will also enter their email. Once all fields are filled out, the user will submit it and then be taken back to the login screen.
5. Users can then login to complete the renewal process with the username and password they have created.
6. An email notification will be sent to all users, reminding them of the username. There is also a link to complete a few password security questions, in the event that users forget their password for future renewals. When they click on the security questions link, they will be taken to a website prompting them to log into their CDB account. Users will log in with the username and password they just created and will then be prompted to answer three (3) security questions. Users do NOT have to enter a new password, even though there are two fields to update it.

If customer support is needed in setting up a password/username, please contact Customer Support at 866.353.3468 or support@alabamainteractive.org.

An apprentice that renew online must still mail in to the Board their annual report and case reports. Apprentice may go to the “Forms” tab of the Board’s website at www.fsb.alabama.gov and print the case report and annual report forms. **No certification will be renewed unless the Board**

receives the completed case report and annual report forms. A valid credit card will be needed to complete the online renewal. There will be a 4% administration fee added to each certification that is renewed using the online system. **The 4% fee is paid directly to Alabama Interactive (The company that handles all e-transactions for the State of Alabama).** The 4% administration fee ONLY applies to online renewals. Please see the fee table below.

Application Type	Statutory Fee (A)	Portal Administration Fee (B)	Total Fee (C) (A) + (B) = (C)
Apprentice Funeral Director	\$20.00	\$0.80	\$20.80
Apprentice Embalmer	\$20.00	\$0.80	\$20.80
Late Renewal or Lapsed Penalty (per license)	\$50.00	\$2.00	\$52.00

Alabama Interactive should be contacted for all technical support questions at 866.353.3468 or support@alabamainteractive.org. Alabama Board of Funeral Service should be contacted for policy/procedural question at 334-242-4049.

Immigration Compliance

In February the Board sent a Compliance Requirement Packet, requesting verification of United States Citizenship, to each licensee, apprentice and establishment at their last known address. The only purpose of this packet, as explained in the packet, is to verify the citizenship of the individual who holds a professional license issued by the State of Alabama. This is a requirement under the new Alabama Immigration Law (The Beason-Hammon Act).

The Board **WILL NOT** issue or renew a license(s) until the Immigration Compliance Requirement Packet and supporting documents have been received by the Board's office. If a licensee sends in their renewal and have **NOT** submitted the Immigration Compliance Requirement Packet, their renewal will be returned. A penalty fee of \$50.00 will be due on each license renewal received after October 1, 2014.

If you did not receive a packet, you may print one from the "Forms" tab on the Board's website at www.fsb.alabama.gov.

Email Notifications

The Board is asking that each licensee and establishment provide the Board with a valid email address to receive exam notifications, newsletters, renewal notices, and inspection information (establishments only). After the passage of House Bill 101, the Board is no longer required to use the postal mailing system as the primary means of sending information to licensees and establishments. The Board is in the process of collecting email addresses to better inform all licensees. An email address will be required for online renewal and establishment inspections.

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APPENTICE RENEWAL APPLICATION

Renewal of Apprentice certification for the period of October 1, 2014, through September 30, 2015, is now due. Please complete the information below and return with the appropriate fees to the Board office. **Please PRINT or TYPE all information!!**

This form must accompany your renewal fee.

NAME: _____

EMAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ DATE OF BIRTH: _____

ARE YOU EMPLOYED BY A FUNERAL ESTABLISHMENT? YES NO

FULL TIME: PART TIME: BUSINESS PHONE: _____

ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS: _____

Have you been convicted or plead guilty to a felony or misdemeanor, other than a traffic violation WITHIN THE PAST TWELVE MONTHS? YES NO If yes, please attach details.

(SIGNATURE OF APPLICANT)

**APPRENTICE FUNERAL DIRECTOR _____ \$20.00

**APPRENTICE EMBALMER _____ \$20.00

**** Apprentice must complete and return case report and annual report forms. Apprentice may go to the "Forms" tab of the Board's website at www.fsb.alabama.gov and print the case report and annual report forms. No certification will be renewed unless the Board receives the completed case report and annual report forms. ****

All renewal applications must be returned with fees by October 1, 2014. A penalty fee of **\$50.00** will be due on each license renewed after October 1, 2014 through March 31, 2015. After this period, any lapsed license may be reinstated only by complying with the provisions relating to the issuance of an original license, in addition to payment of all lapsed fees and penalties.

Alabama Board of Funeral Service
P.O. Box 309522
Montgomery, AL 36130

RENEWAL NOTICE