

ALABAMA BOARD OF FUNERAL SERVICE
ESTABLISHMENT RENEWAL APPLICATION
ONLINE RENEWAL INFORMATION

*****The Board will still take paper renewals by mail. Enclosed is a paper renewal for those establishments 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 licensee 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, establishments will be able to renew their establishment license(s) online through the Board’s website. Establishments may renew their licenses 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 establishments. From the login page, click “**REGISTER**” at the bottom of the page. On the next page ONLY click “**Register Establishment**”
3. Users will then be prompted for the **establishment number** for the login and **managing funeral director’s last four of their social security number** for the password. **This is the only time users will be asked for the last four of the social.** The establishment number must be four digits. If an establishment license only has three digits for the license number, please add a zero,”0”, at the beginning when entering the establishment number.
4. Once users enter that information, they will hit the “**Register**” button which will bring them to the next page. They will be prompted to create a username and password of their choosing. A suggested username will populate. 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.

Establishments will also be able to pay the renewals for any employees that work for their establishment and also any of the transactions listed below can be paid using the online system with a credit card. A valid credit card will be needed to complete the online renewal or any other transaction. There will be a 4% administration fee added to each transaction made when 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)
Establishment Renewal	\$250.00	\$10.00	\$260.00
Late Renewal Penalty	\$50.00	\$2.00	\$52.00
Funeral Establishment	\$150.00	\$6.00	\$156.00

Special Inspection			
Funeral Establishment Special Re-Inspection	\$150.00	\$6.00	\$156.00
Funeral Establishment Annual Inspection	\$75.00	\$3.00	\$78.00
Funeral Establishment Annual Re-Inspection	\$75.00	\$3.00	\$78.00
Late Penalty for Past Due Inspection	\$150.00	\$6.00	\$156.00

*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.*

“Branch” Locations

Funeral establishments that have more than one location in this state are not required to maintain more than one preparation room for embalming, unless its locations are more than 25 miles from each other. The funeral establishment shall maintain at each of its locations a preparation or holding room which shall be adequately equipped for the holding and storage of dead human bodies. The holding room shall meet the following requirements: the establishment must be under the same ownership as the embalming facility, and be within a 25 miles radius of the centralized embalming facility, and be located in this state; the walls and floors shall be non-porous for easy cleaning; the holding room shall be equipped with hot and cold running water; the holding room shall be equipped with an aspirator, trocar, nasal tube aspirator, aspirating hoses, and adequate drainage; container or receptacles for soiled linen, or clothing, and waste disposal; and it shall have adequate lighting.

Therefore, the following question will be asked on the establishment renewal: “Does embalming occur at this establishment? YES NO If No, list establishment where embalming occurs.” Establishments that want to be listed as a branch location should answer “No” and list the establishment where embalming occurs. In order to be listed as a Branch Location the establishment must meet the above listed requirements.

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.

Please Type or Print in Ink

ALABAMA BOARD OF FUNERAL SERVICE
ESTABLISHMENT RENEWAL APPLICATION

Mail to: P.O. Box 309522
Montgomery, AL 36130

ESTABLISHMENT NAME: _____ LICENSE No.: _____

EMAIL ADDRESS: _____ PHONE No.: _____

MAILING ADDRESS: _____ CITY: _____ ZIP: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

Application is hereby submitted for renewal of license as funeral establishment operator under the provision of Section 34-13-53, Code of Alabama, 1975, for the **fiscal year ending September 30, 20__**. The annual renewal fee of **\$250.00** is included. Any renewal application submitted after October 1st shall include a **\$50.00** penalty fee.

MANAGING FUNERAL DIRECTOR:

Name Address License#

MANAGING EMBALMER:

Name Address License#

Does this establishment sell pre-need funerals? YES NO If Yes, COA License No.: _____

Does this establishment have a crematory on the premises? YES NO

Does embalming occur at this establishment? YES NO If No, list establishment where embalming occurs:

TYPE OF OWNERSHIP: Sole Proprietor _____ Partnership _____ Corporation _____ LLC _____

****If Proprietorship or Partnership, list name(s) of owner(s). If Corporation or LLC, list corporate name, officers, and titles of those officers. (If additional space is needed, please provide information on an enclosed sheet.)**

I understand that any false information will subject my license to suspension or revocation.

SIGNATURE

RELATIONSHIP TO ESTABLISHMENT

Sworn and subscribed before me, a Notary Public in State of Alabama on this _____ day of _____, 20__.

Seal

Notary

My Commission Expires: _____

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

RENEWAL NOTICE