ALABAMA STATEHOUSE, SUITE 106
11 SOUTH UNION STREET
MONTGOMERY, ALABAMA 36130

(334) 242-4049

MAILING ADDRESS:
P.O. BOX 309522
MONTGOMERY, AL36130-9522

WEBSITE: www.fsb.alabama.gov

EMAIL: info@fsb.alabama.gov

STATE OF ALABAMA

STAFF

CHARLES M. PERINE
EXECUTIVE SECRETARY

E. DENISE GROGAN
ASSOCIATE EXECUTIVE SECRETARY

SHERRYE DAWSON
ADMINISTRATIVE ASSISTANT

T. CAMERON M^CEWEN
LEGAL COUNSEL
(334)353-1876

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CALVIN MEADOWS MONTEVALLO
JASON WYATT TUSCALOOSA

February 11, 2014

COMPLIANCE REQUIREMENTS

(This original form and required attachments must be returned by June 30, 2014.)

IMMIGRATION:

Act No. 2011-535 as amended by Act No. 2012-491 and now codified as Section 31-13-1, et seq., of the Code of Alabama 1975 is referred to as Alabama's Immigration Law or the Beason-Hammon Act and imposes certain requirements on persons applying for or renewing a professional license. Specifically, Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. The Immigration Law also provides that a citizen shall not be required to demonstrate citizenship for subsequent transactions. Please see the reverse side of this form for two lists of documents, one to demonstrate a person's United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and return all of this information to this office **no later than June 30, 2014**. ***COMPLETE THE REVERSE SIDE.***

CONFIRMATION OF PREFERRED MAILING AND E-MAIL ADDRESSES:

Please fill out the information below. If you are an apprentice, please disregard the license number section. **PLEASE PRINT LEGIBLY.**

Name: _____

License(s) #: FD #:_____ **EM #:** _____ **EST #:** _____

Preferred Address: _____

E-mail Address: _____

I certify under penalty of perjury that all representations made on this form and attachments are true and accurate.

REQUIRED SIGNATURE: _____ **DATE:** _____

ABFS USE ONLY

DR _____ **DF** _____

INT:_____

Notes:

IMMIGRATION COMPLIANCE REQUIREMENTS

*Check the appropriate section for US citizen or non-citizen, **and** check the document that you are submitting to prove US citizenship or lawful presence in the US.*

NAME: _____ CERT#: _____

☐ **I am a United States (US) Citizen. I am submitting the attached copy of my document to prove citizenship:**

- ☐ Driver's License or Non-driver's Identification (ID) card issued by Alabama (AL) Dept of Public Safety or equivalent governmental agency of another state within US, provided that the governmental agency of another state requires proof of lawful presence in US as condition of issuance
- ☐ Birth Certificate indicating birth in US or one of its territories
- ☐ Pertinent pages of a valid or expired US Passport identifying the person and person's passport number, or the person's US passport
- ☐ US Naturalization documents or number of the certificate of naturalization
- ☐ Other documents or methods of proof of US citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended
- ☐ Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- ☐ Consular report of birth abroad of a citizen of the US
- ☐ Certificate of citizenship issued by the US Citizenship and Immigration Services
- ☐ Certification of report of birth issued by US Dept of State
- ☐ An American Indian card, with KIC classification, issued by US Dept of Homeland Security
- ☐ Final adoption decree showing person's name and US birthplace
- ☐ Official US military record of service showing applicant's place of birth in the US
- ☐ Extract from a US hospital record of birth created at the time of the person's birth indicating the place of birth in the US
- ☐ AL-verify
- ☐ Valid Uniformed Services Privileges and ID Card
- ☐ Other form of ID that the AL Dept of Revenue authorizes, through an administrative rule promulgated pursuant to the AL Admin Procedure Act, to be used to demonstrate or confirm a person's US citizenship or lawful presence in US as condition of issuance

☐ **I am NOT a United States Citizen. I am submitting the attached copy of my document to prove lawful presence:**

- ☐ Valid, unexpired (a) Alabama driver's license or (b) Alabama non-driver ID card
- ☐ Valid tribal enrollment card or other form of tribal ID bearing a photograph or other biometric identifier
- ☐ Any valid US federal or state government issued ID document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and ID Card if issued by an entity that requires proof of lawful presence in US before issuance. Please specify _____
- ☐ Foreign passport with an unexpired US Visa and a corresponding stamp or notation by the US Dept of Homeland Security indicating the bearer's admission to the US
- ☐ Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by US Dept of Homeland Security indicating bearer's admission to US

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February 11, 2014

To: All Licensees, Apprentices and Establishments

RE: **Immigration Compliance Requirements and Email Addresses**

The Alabama Board of Funeral Service is sending this packet for your immediate response in order to comply with the Alabama Immigration Law or the Beason-Hammon Act (explained on page 2). All licensees, apprentices and establishments must complete page 2 and 3 and return the completed packet along with a front and back copy of one of the documents listed on page 3. Establishments should complete a packet and submit a copy of one of the documents listed on page 3 for the owner or the person who will be signing the renewal notice for the establishment. If an individual is submitting a packet for the establishment as well as for their personal license(s), please submit two copies of one of the documents listed on page 3. Submission of one of the listed documents to prove your United States citizenship is required by Alabama Law. The Board will not be able to issue or renew your license(s) until this packet and supporting documents have been received.

Also, as the Board prepares to move to a paperless system including mobile inspections, online renewals and acceptance of credit cards, the Board is asking that each licensee supply the Board with a valid email address in order to be used for future communication.

If you any questions, please contact the Board office at 334-242-4049.

Charles M. Perine
Executive Secretary