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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
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January 17, 2024

ON-LINE RENEWAL INSTRUCTIONS

In conjunction with the WV Treasurer's Office, we would like to welcome to the WV Board of Funeral Service Examiners on-line license database. Before you begin, please read the following instructions:

1.   Your user name will be your AF, FD, CO & CC license number. For example, AF1234, FD1234, CO0123 and CC0123. Apprentice licensees cannot renew their license on-line.

2.   Your password is your first initial of your first name, your last name, last four digits of your social security number and an explanation point (Ex. - John Doe - password will be JDoe1234!). Once you log in the first time, you will be prompted to change your password. Please set it to something you can remember as the office will not have access to your passwords once they are changed.

3.   There is a 2.25% convenience fee which you will have to pay to renew on-line. This is the fee the credit card companies charge the Board for using a credit card and is paid directly to the credit card company. The Board is not charging you any more than your regular renewal fee.

4.   Once you log in and change your password, you will be able to change your phone number, email address, physical address, add your CE's, etc.. Don't forget to clic on the SAVE CHANGES at the bottom of the page or the changes will not be saved.

4.   If you have any problems with the on-line renewal, please email the Board at their email address - wvfuneralboard@wv.gov . Please place in the subject line - On-line Renewal Problem. We will work with the WV Treasurer's office to resolve the issue as quickly as possible.

5.   After reading, please exit this page and click the link - ON-LINE DATABASE.