



Funeral Service New Application

Application Deadline: prior to beginning practice

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS

179 Summers Street, Suite 319
Charleston, WV 25301
304.558.0302

If you make a false statement concerning any question on this application,
you may be subject to disciplinary action including but not limited to revocation or suspension of your license.

DEMOGRAPHIC INFORMATION: Please complete each section.

Funeral Director/Embalmer Name (First, MI, Last)		Social Security No.	Birthdate
Mailing Address, City, State, Zip		Continuing Education Requirement: <i>All Funeral Service Licensees and Funeral Directors are required to obtain CE as follows: 4 hours General Ed, of which 1 hour must be in ethics and 2 hours OSHA/Health Ed. every 2 years for a total of 6 hours.</i>	
County of Residence	Day Phone	Cell Phone	
Employer	Other States licensed to practice	Email	

EMPLOYMENT STATUS: check ALL that apply.

- ☐ Employee at a funeral establishment ☐ Unemployed ☐ Retired ☐ Not employed at a funeral establishment
☐ Owner of a funeral establishment ☐ Other: _____

PRACTICE STATUS: check ALL that apply.

- ☐ Active and currently practicing
☐ Active but not currently practicing **Check this box only if you are not on Inactive Status: see "Inactive" below.
It is recommended that you keep your license Active if you may consider practicing again in the future.
☐ Inactive **Do not check this box if you are age 65 or older: see "Emeritus" below. You must pay the renewal fee.
Inactive status exempts you from the continuing education requirements while your license is Inactive, BUT it also prohibits you from being employed as a funeral director/embalmer. In order to reactivate your license, you will be required to notify the Board in advance and obtain any continuing education credits missed while Inactive.
☐ Emeritus **Check this box if you are 65 years of age or older. You must pay the renewal fee. You are exempt from the continuing education requirements.

CHILD SUPPORT OBLIGATION:

Pursuant to W.Va. Code §48A-5A-5(c), each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If you refuse to answer the questions, your license will not be issued, resulting in your inability to practice.

1. Do you have a child support obligation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. If the answer to question 1, above, is YES, are you in arrearage (or behind in payment)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. If the answer to question 2, above, is YES, does your arrearage equal or exceed the amount of child support payable for 6 months?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Are you the subject of a child support related subpoena or warrant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CRIMINAL BACKGROUND:

1. Have you ever been convicted of a felony or a federal crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Are you currently charged with a felony crime, federal crime, or the equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SIGNATURE:

I _____ do hereby certify, under penalties of perjury and false swearing, that the above information is true and correct to the best of my knowledge.

Signature: _____

Date: _____

Do **NOT** separate application from stub. Return entire form and payment to the address below.

State of West Virginia
Board of Funeral Service Examiners

APPLICATION FEES: Attach the following fee to this application and mail to address listed below.

Type	Due Date	Amount Due
New Funeral Service License	Prior to practicing	\$200.00

Make check or money order payable to: "WVBFSE". Cash and credit card payments can not be accepted.

Name: _____

Mail ENTIRE FORM to:
Board of Funeral Service Examiners
179 Summers Street – Room 319
Charleston, WV 25301