



# Reciprocal License Review Application

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS

179 Summers Street, Suite 319

Charleston, WV 25301

304-558-0302

If your review application is approved, you will need to take and pass the West Virginia Laws, Rules & Regulations examination before being Eligible for a West Virginia Funeral Service license.

**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 print or type.

Name (Last, First, MI)	Social Security No.
Mailing Address	Day Phone      Cell Phone      Home Phone
City-State-Zip	Email
Funeral Home Employer	Birthdate
Employer City and State	County of Residence
State(s) of Licensure	License number(s) _____

## EMPLOYMENT STATUS: check ALL that apply.

- ☐ Employee at a funeral establishment      ☐ Unemployed      ☐ Not employed at a funeral establishment  
☐ Owner of a funeral establishment      ☐ Other: \_\_\_\_\_

## 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

## CERTIFICATION AND SIGNATURE:

It is my understanding that should I be issued a Reciprocity license by the State of West Virginia, I will observe all the laws and rules of the State of West Virginia and the Board of Funeral Service Examiners pertaining to and governing the care of dead human bodies.

I, herewith, make application for a reciprocal license for the State of West Virginia. I understand that any and all fees paid in connection with this application are non-refundable

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

State of West Virginia  
Board of Funeral Service Examiners

<b>APPLICATION FEES: Attach the following fee to this application and mail to address listed below.</b>		
Type	Amount Due with application for review	
Reciprocal license Review	\$30.00	

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

Applicant Name: \_\_\_\_\_

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

**Submit official license verification from all states you are licensed in**