



Courtesy Card Renewal Application

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS

Application Deadline: June 30

Applications received after July 1, you will be assessed a \$190.00 late fee
TWO YEAR LICENSE

NEW FEES IN EFFECT

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 make corrections in Red Ink.

Card Holder Name		
Registration No.	Day Phone	
Mailing Address	Email	
Employer	County of Residence	
Employer City and State	State of Licensure	

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 (Explain):

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. Have you been convicted of a felony or a federal crime since you last renewed your license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. 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 herewith agreed, should I be issued a Courtesy Card 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 will not establish a place of business, or be employed within the state boundaries of West Virginia, or embalm bodies in the State of West Virginia, under penalty of revocation of my Courtesy Card privileges. **Courtesy Card holders are prohibited from disinterring or exhuming bodies in West Virginia**

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, and that I understand the responsibilities, duties and privileges that are afforded to me as a Courtesy Card holder.

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

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

License Number	Due Date	Amount Due	After July 1.	
CC#:	06/30/20	\$375.00	\$565.00	

After 90 days from due date, this application becomes invalid and applicant must apply for reinstatement. Contact WVBFE for more information on reinstatement.
REINSTATEMENT FEE \$ 350.00, RENEWAL FEE \$ 375.00, LATE FEE \$ 190.00 TOTAL - \$ 915.00.

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

NAME:
ADDRESS:
CITY, STATE, ZIP:

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