



# APPLICATION FOR WEST VIRGINIA LICENSE

West Virginia Board of Funeral Service Examiners  
179 Summers Street, Suite 319  
Charleston, WV 25301  
304.558.0302

|                          |       |                              |                      |
|--------------------------|-------|------------------------------|----------------------|
| <b>BASIC INFORMATION</b> |       | EMAIL ADDRESS :              |                      |
| Applicant Name           |       | Day Phone Number             |                      |
| Address                  |       | Funeral Director License No. |                      |
| City                     | State | Zip                          | Embalmer License No. |

|                             |              |
|-----------------------------|--------------|
| <b>CURRENT EMPLOYMENT</b>   |              |
| Funeral Establishment/Other | Phone Number |
| Address                     |              |
| City                        | State Zip    |

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| <b>CRIMINAL BACK GROUND</b>  |
| Have you ever been convicted of a felony or a federal crime? <input type="checkbox"/> yes <input type="checkbox"/> no<br>If you answered yes, you must attach an explanation. Your application will not be processed without this. |

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| <b>CHILD SUPPORT OBLIGATION</b>  |
| Pursuant to WV Code §48-15-303 each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If convicted of false swearing, you can be fined up to \$1000 and in the discretion of the court, confined in jail up to one year, and you shall be adjudged forever incapable of holding any office of honor, trust or profit in this state, or of serving as a juror.. 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 six (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  |

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| <b>SIGNATURE</b>   |
| 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. |
| Applicant signature _____ Date _____   |

Do not separate application from stub below. Return entire form and payment to the address shown at bottom left.

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| State of West Virginia<br>Board of Funeral Service Examiners | Make check or money order payable to "WVBFSE"<br>Cash and credit card payments can not be accepted. |
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| <b>APPLICATION FEE: Attach the following fee to this application and mail to address listed below for Payments.</b> |                     |  |
|---|---------------------|--|
| Type  | Due Date            | Amount Due                             |
| Funeral Service Reciprocal License Application Review   | Prior to practicing | \$25.00 AFTER APRIL 1, 2022 - \$ 30.00 |

**Mail Payments and Correspondence to:**  
Board of Funeral Service Examiners  
179 Summers Street, Suite 319  
Charleston, WV 25301

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



TO APPLY FOR A FUNERAL SERVICE LICENSE, CANDIDATES MUST MEET ONE OF THE FOLLOWING REQUIREMENTS (Either A or B):

- A.
1. Possess a high school diploma or equivalent
  2. Have an associate degree from an accredited college or university or have successfully completed not less than sixty semester hours or ninety quarter hours of academic work in an accredited college or university toward a baccalaureate degree with a declared major field. (This is a separate requirement from a degree from a mortuary school.)
  3. Have received a diploma of graduation from a school of mortuary science which requires as a prerequisite to graduation the completion of a course of study not less than twelve months' duration, and which said school of mortuary science must be one accredited by the American board of funeral service education, inc., and duly approved by the board
  4. Complete a one-year course of apprenticeship under the supervision of a licensed embalmer and funeral director under which the apprentice shall have taken an active part in the operation of embalming not less than thirty-five dead human bodies and an active part in conducting not less than thirty-five funeral services
  5. Passes a one-year course of apprenticeship under the supervision of a licensed embalmer and funeral director under which the apprentice shall have taken an active part in the operation of embalming not less than thirty-five dead human bodies and an active part in conducting not less than thirty-five funeral services.

OR

- B.
1. Hold a Bachelors of Mortuary Science from a school of mortuary science which is accredited by the American Board of Funeral Service Education and approved by the West Virginia Board; and
  2. Has completed a one-year course of apprenticeship under the supervision of a licensed embalmer and funeral director under which the apprentice shall have taken an active part in the operation of embalming not less than thirty-five dead human bodies and an active part in conducting not less than thirty-five funeral services, and
  3. Has passed a one-year course of apprenticeship under the supervision of a licensed embalmer and funeral director under which the apprentice shall have taken an active part in the operation of embalming not less than thirty-five dead human bodies and an active part in conducting not less than thirty-five funeral services.

Licenses may be issued to a person licensed in another state when such license was granted after **completion of educational requirements substantially equivalent to those required in this state and which was granted after passing, in that state, an examination that is substantially equivalent to the examination required in this state.**