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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
Charleston, WV 25301

wvfuneralboard@wv.gov
www.wvfuneralboard.com

Funeral Director Only Reciprocity Application

Before an individual from another state, seeking reciprocity for a funeral director only license, must take and pass the West Virginia Laws, Rules and Regulations (WV LRR) examination before a license can be issued. Please submit, along with this application, a copy of your degree and state license from all states you are licensed in. **DO NOT SUBMIT PAYMENT FOR THE LICENSE WITH THIS APPLICATION.** Once we receive the Funeral Director application, we will send you an application for the WV LRR exam to be completed and returned with payment for the exam. After successfully passing the exam, you will qualify for a Funeral Director's license, and this is when you will send the payment for the license.

You must also meet the two (2) year apprenticeship requirement. For reciprocity, this can be met by one of the following ways:

1. Serve an apprenticeship under supervision in the state you're licensed in for two (2) years; or
2. Serve a one year apprenticeship and have a valid state license for one (1) year.

Any questions, please call our office at 304-558-0302 or email - wvfuneralboard@wv.gov



Funeral Director Only New Application

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS

Application Deadline: prior to beginning practice

179 Summers Street, Suite 319
Charleston, WV 25301
304.558.0302

TWO YEAR 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 complete each section.

Form with fields for: Funeral Director (First, MI, Last), Social Security No., Birthdate, Mailing Address, City, State, Zip, Continuing Education Requirement, 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, Inactive, Emeritus

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.

Table with 4 questions regarding child support obligations and YES/NO response columns.

CRIMINAL BACKGROUND:

Table with 2 questions regarding criminal convictions and YES/NO response columns.

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.

DO NOT SUBMIT PAYMENT UNLESS YOU HAVE TAKEN AND PASSED THE WV LAWS, RULES AND REGULATIONS EXAMINATION.

State of West Virginia
Board of Funeral Service Examiners

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

Table with 3 columns: Type, Due Date, Amount Due. Row: New Funeral Director 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