



## CHECKLIST AND INSTRUCTIONS FOR ONLINE FUNERAL LICENSE

### SUBMIT THE FOLLOWING:

- ☐ SCHOOL TRANSCRIPTS – Submit OFFICIAL transcript from your High School or General Equivalency Diploma (GED), and Mortuary School to include school seal and date of graduation.
- ☐ VERIFICATION OF STATE LICENSURE – If applicable, you will need to provide written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.
- ☐ NATIONAL EXAMINATION SCORES – Please contact the ICFSEB to transfer your examination scores to the Virginia board.

International Conference of Funeral Service Examining Boards (ICFSEB)  
1885 Shelby Lane  
Fayetteville, Arkansas 72704  
(479) 442-7076 (Tel)  
[info@theconferenceonline.org](mailto:info@theconferenceonline.org) (email)

- ☐ STATE EXAMINATION – All applicants for licensure shall pass the Virginia State Board Examination. Once the application is complete and has been approved the applicant will receive information and reference materials regarding the state examination.

### GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice funeral services in Virginia until you have been issued a Virginia license or until you have been issued written authorization from the Board office to serve in an internship program under the direct supervision of a licensed Funeral Service Licensee, Funeral Director, or Embalmer in Virginia.
2. Applications received without the required processing fee will be returned to the sender.
3. Faxed documents will not be accepted; only original documents will be accepted.
4. Once all documentation has been received, the licensing process takes approximately 5-7 **business** days. Board staff will contact you at the email address provided on your application with a status update.
5. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.
6. The Board will notify the candidates in writing within 5 to 7 **business** days after the Board has received the examination results.