



CHECKLIST AND INSTRUCTIONS FOR COURTESY CARD APPLICATION

SUBMIT THE FOLLOWING:

- 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.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. **The holder of a Virginia courtesy card shall only engage in the practice for which he is currently licensed in another jurisdiction.** Any person holding a license as a funeral director or embalmer or an equivalent in another state, having substantially similar requirements as the Board, may apply to the Board for courtesy card privileges to remove bodies from and to arrange funerals or embalm bodies in this Commonwealth. However, these privileges shall not include the right to establish or engage generally in the business of funeral directing and embalming in Virginia.
2. Once all documentation has been received, the licensing process takes approximately 7-10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
3. 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.