

Alberta Funeral Services Regulatory Board 2018-2019 First-time Licence Application

Print Name of Licence Applicant

Last Name	First Name	Middle Name
Home Address		Telephone #
City / Town	Province	Postal Code
Email Address		

Check applicable licence

- | | | | |
|-----|---|-------|---|
| () | Dual Funeral Director / Embalmer Licence | \$175 | <i>AFSRB now accepts payments by credit card. If you wish to do so, please call our office (780) 452-6130.</i> |
| () | Funeral Director Licence | \$100 | |
| () | Embalmer Licence | \$100 | |
| () | Pre-need Sales Licence | \$100 | |
| () | Funeral Business Manager Licence (Must be a licensed Funeral Director) | | |

All licensing fees are half the applicable fee after Oct. 1st of any year.
No fee is required for a Funeral Business Manager Licence

List the Funeral Business Location(s) where you are employed

(List the primary location first. Attach an extra page if necessary)

Name of Business	Name of Business
Address of Business	Address of Business
Postal Code	Postal Code
Business Telephone Number	Business Telephone Number
Name of Business Manager	Name of Business Manager
Signature of Business Manager, or Business Owner if this application is for a Business Manager.	Signature of Business Manager, or Business Owner if this application is for a Business Manager

Answer **Yes** or **No** to the following questions:

Have you:

- (a) ever had an Application or Licence as a Funeral Director, Embalmer, Pre-need Salesperson or Business Manager refused, suspended or revoked? _____
- (b) ever been charged, indicted or convicted, under any law of any state, province or country, or are there proceedings now pending which may lead to any indictment, conviction or injunction? _____
- (c) had any judgement rendered in any civil court for damages arising from fraud or breach of trust? _____
- (d) ever been discharged by any employer for any cause involving any criminal offence? _____
- (e) previously been licensed as a Funeral Director in Alberta or elsewhere? _____
- (f) previously been licensed as an Embalmer in Alberta or elsewhere? _____
- (g) previously been licensed as a Pre-need Salesperson in Alberta or elsewhere? _____
- (h) previously been licensed as a Funeral Business Manager in Alberta or elsewhere? _____

If this is a first-time licence application with the AFSRB complete numbers 1 and 2.

1. List the funeral training program(s) you have completed. Attach applicable transcripts and certificates.

2. List your last two years of funeral work experience.
Include the name of employer, location and your duties at that place of employment.
Attach an extra page if necessary.

Police Records Check

All first time AFSRB licence applicants must obtain a Police Records Check and submit it with this application.

**Note: Conviction for a criminal offence will not necessarily result in a denial of licence.
The nature of the offence and the time elapsed since conviction are important factors for consideration.**

All licence applicants must complete the Declaration

I confirm that the information supplied is complete and true to the best of my knowledge and belief.

I understand that the Alberta Funeral Services Regulatory Board to which I am applying reserves the right to contact any other jurisdictions, in which I have been licensed, concerning any valid complaints against me and to verify any documentation submitted with this application.

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Signature of the Applicant

Date of Application

**Return this application with payment to:
Alberta Funeral Services Regulatory Board, 180, 2755 Broadmoor Blvd, Sherwood Park, AB T8H 2W7
Or
call (780) 452-6130 to pay by credit card.**

In accordance with s. 33 of the Freedom of Information and Protection of Privacy Act, the Funeral Services Act and the General Regulation (Funeral Services Act) personal information is collected on the Alberta Funeral Services Regulatory Board First-time or Renewal Application for licensing purposes to determine the applicant's licence eligibility and to maintain a record or registry of all licensees. Questions about the collection of this information can be directed to the Administrator, Alberta Funeral Services Regulatory Board, 180, 2755 Broadmoor Blvd, Sherwood Park, AB T8H 2W7 or call 780 452 6130, or outside of Edmonton, call 1 800 563 4652 to be connected toll free.