



Virginia Department of  
**Health Professions**  
Board of Funeral Directors and Embalmers

9960 Mayland Drive, Suite 300  
Henrico, Virginia 23233  
[www.dhp.virginia.gov/funeral](http://www.dhp.virginia.gov/funeral)

(804) 367-4479 (Tel)  
(804) 939-5973 (Fax)  
Email:  
[fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov)

## FUNERAL INTERN **REINSTATEMENT** APPLICATION

**MARK ONLY ONE BOX:**

- Reinstatement - \$195.00 Fee  
 Reinstatement after Suspension - \$1,000.00 Fee  
 Reinstatement after Revocation - \$2,000.00 Fee

**All fees must be paid by check or money order made payable to the Treasurer of Virginia. All fees are non-refundable. (PLEASE PRINT IN BLUE OR BLACK INK)** Once all documentation has been received, the licensing process takes approximately 10 **business** days, except in cases involving reinstatement after disciplinary action. Board staff will contact you at the email address provided on your application with a status update.

FIRST NAME		MIDDLE NAME		LAST NAME AND SUFFIX	
DATE OF BIRTH MM DD YY		SOCIAL SECURITY NO. OR VA CONTROL NO.*			
ADDRESS OF RECORD**: STREET			CITY	STATE	ZIP CODE
ALTERNATE PUBLIC ADDRESS***: STREET			CITY	STATE	ZIP CODE
BUSINESS NAME & ADDRESS: STREET			CITY	STATE	ZIP CODE
HOME PHONE		WORK PHONE		MOBILE PHONE	
PRIVATE E-MAIL ADDRESS			PUBLIC E-MAIL ADDRESS		
GRADUATION DATE MM DD YY	DEGREE		NAME OF MORTUARY SCHOOL OR HIGH SCHOOL (CITY, STATE)		

\*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the process of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.**

\*\*The address information you provide is your address of record with the Board. Please be advised that all notices from the board, to include renewal notices, licenses, and other legal documents, will be sent to the address of record provided. If you provided a different public address, this information is not subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.

\*\*\*This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or a practice location if you wish.

**APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY**

APPROVED BY \_\_\_\_\_

REGISTRATION NUMBER	PENDING NUMBER	BASE STATE	RECEIPT NUMBER
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**TRAINING SITE INFORMATION**

MANAGER'S NAME	MANAGER'S LICENSE NUMBER		
ESTABLISHMENT NAME	ESTABLISHMENT LICENSE NUMBER		
STREET	CITY	STATE	ZIP CODE
FUNERAL SUPERVISOR NAME	FUNERAL SUPERVISOR LICENSE NUMBER		
DATE EMPLOYMENT BEGAN	TOTAL HOURS SCHEDULED TO WORK EACH WEEK		

**LICENSURE QUESTIONS**

Any supporting documentation related to the questions below should be submitted to:  
 Virginia Board of Funeral Directors and Embalmers  
 Perimeter Center  
 9960 Mayland Drive, Suite 300  
 Henrico, VA 23233

1. Have you ever been denied to sit for a funeral licensure examination? **YES**   **NO**  
     
 If yes, submit notices, orders, etc. from the regulatory authority authorized to take such actions.

2. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? Including convictions for driving under the influence; excluding traffic violations. Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed. **YES**   **NO**  
     
 Attach your original criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.).

3. Have you ever had any of the following disciplinary actions taken against a license/registration to practice funeral services, funeral directing, or funeral embalming or any such actions pending: (a) suspension/revocation; (b) probation; (c) reprimand/cease and desist; (d) had your practice monitored; (e) monetary penalty; (f) denied licensure (g) refused renewal; (h) denied examination?      
 If yes, submit notices, orders, etc., from the regulatory authority where disciplined.

**ADDITIONAL LICENSURE QUESTIONS**

**YES      NO**

A. Do you have any reason to believe that you would pose a risk to the safety or well-being of your patients or clients? If yes, please provide a full explanation. Note: The Board may ask for additional documentation.

    

B. Are you able to perform the essential functions of a practitioner in your area of practice with or without reasonable accommodation? If no, please provide a full explanation. Note: The Board may ask for additional documentation.

    

C. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner?

    

Please provide a full explanation on a separate page.

D. Within the past five years, have you been disciplined by any entity?

    

Please provide a full explanation and any associated orders or letters from the entity.

E. Within the past 5 years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?

If yes, please provide a full explanation and any associated orders or letters from the entity. (NOTE: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application, or have the program send this documentation directly to the Board.)

    

**AFFIDAVIT OF APPLICANT**

I certify that I have carefully read the laws and regulations related to the Virginia Board of Funeral Directors and Embalmers, which are available at <http://www.dhp.virginia.gov/funeral> and I fully understand that funds submitted as part of the application process shall not be refunded.

I certify by my signature below: I am the person applying for licensure/certification/registration and meet the qualifications required by Virginia law and regulations. Further, I certify the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

I agree to the above certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date