IMPORTANT RENEWAL INFORMATION

As a reminder, renewals of licenses and registrations for the Virginia Board of Funeral Directors & Embalmers are due on March 31, 2019. We recommend that you submit your renewal fee as soon as possible in order to avoid any late fees and possible interruption in your ability to practice. The Board does not consider postmarked mail, so any payments received after March 31, 2019 will be considered late. Payments made in person at the Board office will be processed the next business day.

The Board encourages you to read the following reminders and important information about renewals:

**Continuing Education Requirements**
Please review 18VAC65-20-151 regarding the continued competency requirements for renewal of an active license by clicking here.

As a reminder, in order to renew your current funeral service, funeral director, or embalmer license, you are required to attest that you obtained the required continuing education hours for the previous year. (See 18VAC65-20-130(A)(2)).

**Establishment Renewals – Main and Branch**
Please remember that renewals of licenses for main and branch establishments will not be fully processed until the individual funeral service license of the Manager of Record is renewed.

Additionally, renewals of licenses for branch establishments will not be fully processed until the license of the main establishment is renewed.

**Waiver of Full-Time Manager of Record**
If your establishment has been granted a waiver of full-time Manager of Record, that waiver must be renewed on an annual basis by March 31st. In order to renew the waiver, the establishment must submit copies of the “Funeral Director’s Monthly Vital Statistics Report” for each month of the last year for each establishment.

Click here for the Waiver of Full-Time Manager of Record renewal form.

**Funeral Interns**
If you are a funeral intern and have not received a renewal notice from the Board, or if you have previously renewed your intern registration for more than four consecutive years and have been unable to renew online, please contact the Board at fanbd@dhp.virginia.gov or (804) 367-4479 for more information.

**Courteous Cards**
Courteous cards may be renewed by mailing in your renewal card. Please remember, in order to renew your courteous card, you must submit a copy of your current funeral service license from your primary state of practice (not a copy of your Virginia Courtesy Card).

**Online Renewals and PIN Requests**
To access the online renewal system, please visit click here. PIN numbers are provided with your emailed renewal notice; however if you need to request a PIN number, please contact the DHP Call Center at (804) 367-4444.