



P.O. Box 305025  
Montgomery, Alabama  
36130-5025

STATE OF ALABAMA  
BOARD OF HEATING, AIR CONDITIONING &  
REFRIGERATION CONTRACTORS

Phone: (334) 241-0840  
Fax: (334) 265-0570  
www.hacr.alabama.gov

**APPLICATION FOR LICENSURE**

**TYPE OF APPLICATION**

Mark which type of license you are applying for (mark all that apply):

- INACTIVE HVAC \$82.50
- INACTIVE REFRIGERATION CONTRACTOR \$82.50
- ACTIVE HVAC CONTRACTOR \$165.00
- ACTIVE REFRIGERATION CONTRACTOR \$165.00

\*ACTIVE CONTRACTORS MUST SUBMIT:

- Performance Bond in the Amount of \$15,000 in the Business Name
- Corporation Documents or Certificate of Foreign Authority
- Contractor Information Form (AL-1) and/or Business Information Form (AL-2)

Method of licensure (check one):

- Reciprocal (Use this application and forms AL-2, VL-1 and VL-2)
- Business Name Change (Use this application and forms AL-2, and updated BF-1)
- Original – I do not hold a license.

**SECTION A: IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.**

1. Name: \_\_\_\_\_  
Last First M.I.

2. Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City County State Zip code

3. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_

**SECTION B: LICENSURE HISTORY**

List all licenses you now hold, or have ever held if applicable:

STATE	LICENSE NUMBER	IS THIS LICENSE <i>CURRENT</i> ?
		Yes    No
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

**If applying as a Reciprocal Licensee, the Alabama Board office must receive a letter of good standing and copy of the State’s rules and regulations from *each* jurisdiction listed above, sent directly from that State’s Board office to the Alabama Board office.** Please provide a copy of license.

**SECTION C: DISCLOSURES**

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony including any offense for which you have received a pardon, in any jurisdiction in the past 12 months?

\_\_\_Yes \_\_\_No If yes, please explain in the space provided below for Board review.

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**SECTION D: CITIZENSHIP**

CITIZENSHIP This section to be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.

I declare under penalty of perjury, under the laws of the State of Alabama that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my license or application.

This section must be completed by the individual responsible in charge or if the responsible in charge is an incorporation, limited Liability Company, or partnership by the responsible in charge.

1. Are you a citizen of the United States?

\_\_\_Yes \_\_\_No If “yes,” please read the declaration below, sign, and continue to section 2.  
If “no,” see question 2 below.

**PROVIDE PROOF OF CITIZENSHIP BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT**

I hereby declare that I am a citizen of the United States of America and, I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

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

- OR -

2. If you are **NOT** a citizen of the United States, are you an alien who is lawfully present in the United States of America?

\_\_\_ Yes \_\_\_ No If "yes," please read the declaration below and sign.

PROVIDE PROOF OF LAWFUL PRESENCE BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

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

\_\_\_\_\_  
Date

**SECTION E: PAYMENT INFORMATION**

In order to fully process application please enclose the processing fee by check, credit card or money order made payable to "State of Alabama. "Fees for Active contractors are \$165.00 annually and \$82.50 for inactive contractors annually.

I, the Responsible in Charge named herein, do declare and affirm under penalty of perjury that the foregoing information is true and complete to the best of my knowledge and belief.

RESPONSIBLE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

To pay by Credit Card, enter card information:    Master Card    Visa

Card Number: \_\_\_\_\_

Expire Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (Required for credit card processing)    Date:

Date Received:

Check No:

Amount:

**PROOF OF CITIZENSHIP**  
Code of Alabama 1975, Section 31-13-29(g)  
From Act 2012-491

1. A driver's license or non-driver identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver identification card.
2. A birth certificate indicating birth in the United States or one of its territories.
3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
4. United States naturalization documents of the number of the certificate of naturalization.
5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
7. A consular report of birth abroad of a citizen of the United States of America.
8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.
9. A certification of report of birth issued by the United States Department of State.
10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
11. Final adoption decree showing the person's name and United States birthplace.
12. An official United States military record of service showing the applicant's place of birth in the United States.
13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
14. AL-verity.
15. A valid Uniformed Services Privileges and Identification Card.
16. Any other form of identification that the Alabama Department of Revenue Authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

**PROOF LAWFUL PRESENCE OF NON-CITIZEN**  
Code of Alabama 1975, Section 31-13-3-(10) [Law Desk]

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama non-driver identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.