



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

ANNUAL MANUAL RENEWAL FORM
(This form cannot be used to change your business name or status)

RENEWAL TYPE Certification Number(s): _____

1. Mark which type of license you are renewing (mark all that apply):

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

LATE FEES:

Annual Active Late Fees

- After December 31** \$265.00 = \$100.00 late fee + \$165.00 renewal fee
- After February 28** \$515.00 = \$250.00 penalty fee + \$100.00 late fee + \$165.00 renewal fee
- After March 31** \$1015.00 = \$500.00 delinquent fee + \$250.00 penalty fee + \$100.00 late fee + \$165.00 renewal fee

Annual Inactive Late Fees

- After December 31** \$132.50 = \$50.00 late fee + \$82.50 renewal fee
- After February 28** \$382.50 = \$250.00 penalty fee + \$50.00 late fee + \$82.50 renewal fee
- After March 31** \$882.50 = \$500.00 delinquent fee + \$250.00 penalty fee + \$50.00 late fee + \$82.50 renewal fee

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

1. Name: _____
Last First M.I.

2. Address: _____
Street

City State Zip code

3. Home Phone: _____ Work Phone: _____

4. Email: _____

SECTION B: BUSINESS INFORMATION (if applicable)

1. Business Name: _____
2. Street Address: _____
3. Mailing Address: _____
4. Home Phone: _____ Work Phone: _____ Cell Phone: _____
5. Responsible in Charge: _____

SECTION C: DISCLOSURES

1. 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.

SECTION D: CITIZENSHIP (Must be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.)

1. Are you a citizen of the United States? (PROVIDE PROOF OF CITIZENSHIP i.e.: driver's license, passport, birth certificate)
 Yes No If "yes," please read the declaration below, sign, and continue to section 2.
If "no," see question 2 below.

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

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: (PLEASE ENCLOSE PAYMENT FOR EACH CERTIFICATION)

Enter payment information below. The Board accepts Master Card, Visa or Check.

Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____

DATE RECEIVED: _____

CHECK No: _____

AMT: _____