



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): \_\_\_\_\_

- 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.**

- Name: \_\_\_\_\_  
Last First M.I.
- Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip code
- Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_
- 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.

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**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:** \_\_\_\_\_