



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

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

Phone: (334) 242-5550
Fax: (334) 242-5555
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: _____