



STATE OF ALABAMA
Board of Heating, Air Conditioning & Refrigeration Contractors
8 Commerce Street, Suite 200
Montgomery, AL 36130-5025
(334) 241-0840 Fax: (334) 265-0570

RESPONSIBLE IN CHARGE CHANGE FORM

You MUST return the current Refrigeration License Card with this form.

SECTION 1:

License Number: _____ Previous/Current Responsible in Charge: _____

Type of business: Corporation/Officer Partnership/Partner LLC/Member Sole Proprietor

Business Name: _____

Address: _____

SECTION 2:

NEW Responsible in Charge: _____ Reference Certification Number: _____

Social Security Number: _____ Title: Owner Partner/Member

NOTE: If NEW Responsible in Charge is not a current refrigeration license holder they must either qualify by grandfathering provision or test in order to become Responsible in Charge.

SECTION 3: OATH AND RELEASE FOR RESPONSIBLE IN CHARGE

I solemnly swear or affirm that I am the person referred to in this application; that the statements made herein anon the attachments hereto are accurate, complete and true to the best of my knowledge; and further, that the Board of Heating, Air Conditioning & Refrigeration Contractors recognizes me as responsible in charge, I shall abide by all laws relating to and adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Board of Heating, Air Conditioning & Refrigeration Contractors all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Responsible in Charge

Signature of Responsible in Charge

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
Month Year

(Notary Seal)

Notary Public

My Commission Expires

SECTION 4: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES (LLC)

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete and true to the best of my knowledge; and further, that if the applicant is granted a license with the Board of Heating, Air Conditioning & Refrigeration Contractors, I shall use my best efforts to ensure that the applicant abides by all laws, rules and regulations adopted by the Board.

I hereby authorized any individual, company, or institution with whom the applicant has been associated to release to the Board of Heating, Air Conditioning & Refrigeration Contractors all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Authorized General Partner, Officer, or Member

Signature of Authorized General Partner, Officer or Member

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
Month Year

(Notary Seal)

Notary Public

My Commission Expires

CITIZENSHIP VERIFICATION

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

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.

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.

Printed Name of Applicant

Signature of Applicant

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, sign, and continue to section 2.

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.

Printed Name of Applicant

Signature of Applicant

**MUST SURRENDER CURRENT LICENSE CARD
CHANGE OF RESPONSIBLE IN CHARGE FEE:
\$25.00**

If you wish to pay by credit card please enter the information below. Please note: the Board only accepts Master Card and Visa.

Signature _____ Expiration Date _____

Card Number _____