



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

APPRENTICE APPLICATION

SECTION A: APPLICANT INFORMATION

1. Name: _____
Last First M.I.

2. Address: _____
Street

City County State Zip code

3. Home Phone: _____ Work Phone: _____

4. Email: _____

5. Social Security Number: _____

SECTION B: APPRENTICE REGISTRATION TYPE & FEES

6. I am applying for the following apprentice registration (s):

- Heating & Air Conditioning Apprentice \$25.00
- Refrigeration Apprentice \$25.00
- Heating & Air Conditioning & Refrigeration Apprentices (2 registrations) \$50.00

7. Employer Name: _____

8. EmployerAddress: _____
Street

City State Zip code

SECTION C: DISCLOSURES - All applicants complete this section.

It is a violation of Alabama law to engage or knowingly cooperate in fraud or material deception in order to become licensed, Code of Alabama, 1975, Section 34-31-32.

1. Have you been the recipient of any administrative penalties regarding your practice in Refrigeration or HVAC in any jurisdictions, such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations; or have you been a party to a consent agreement containing conditions placed by a board on your professional conduct and practice, including any voluntary surrender of a license?

___Yes ___No If yes, please explain in the space provided below for Board review.

2. Have you ever had or do you now have any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you have previously been or are currently authorized to provide Refrigeration or HVAC services?

___Yes ___No If yes, please explain in the space provided below for Board review.

3. 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?

___Yes ___No If yes, please explain in the space provided below for Board review.

To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within twelve (12) months of filing may be considered abandoned and discarded. The Board office will attempt to notify you before discarding an abandoned application.

If your application is approved by the Board, please allow 4-8 weeks to receive your license.

SECTION D: 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.

Applicant

Date

Signature of

SECTION E: PAYMENT INFORMATION (PLEASE ENCLOSE \$25.00 PER APPRENTICE CERTIFICATE REQUESTED)

THE BOARD NO LONGER ACCEPTS PERSONAL OR BUSINESS CHECKS. ALL PAYMENTS MUST BE MADE BY MASTER CARD, VISA, DISCOVER, CERTIFIED/CASHIERS CHECK or MONEY ORDER!

Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____

DATE RECEIVED: _____

CHECK No: _____

AMT: _____

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.

AFFIDAVIT OF APPLICANT FOR HEATING & AIR CONDITIONING
AND/OR REFRIGERATION APPRENTICE

I, _____, solemnly swear and affirm that I am presently working in the Heating and
(Name of Applicant)

Air Conditioning industry and/or Commercial Refrigeration Industry and I am a regularly employed person

for: _____
(Name and Certification Number of Contractor)

(Name of Heating & Air/Refrigeration Business)

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 affidavit are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or application.

I understand that I may be contacted by a representative of the Board for either verification of the information contained in this affidavit or additional documentation and/or information.

I understand that upon termination of employment from above employer, I am to notify the Board immediately.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public
My Commission Expires: _____

EMPLOYER AFFIDAVIT FOR
APRENTICE APPLICANT

I, _____, solemnly swear and affirm that I have
(Certified Contractor Name)

personal knowledge that _____ (Name of Applicant) has
worked my company, _____ for _____ years.
(Name of Business)

My Alabma Board Certification Number is: _____.

I understand that I may be contacted by a representative of the Board for either verification of the information contained in this affidavit or additional documentation and/or information.

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 affidavit are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent suspension of my license.

I understand that, upon termination of employment of the above employee, I am to notify the Board immediately.

Signature of Affiant (HACR License if applicable)

Name of Company/Title

Address

Phone Number(s)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public
My Commission Expires: _____