



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

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

Phone: (334) 242-5550
Email: staff@hacr.alabama.gov
www.hacr.alabama.gov

CORPORATION ADDITION FORM
Adding "LLC" or "INC" to Business Name

If you are changing the Name of the Company, you must submit a new application

New Business Name _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Old Business Name _____

Business Phone _____ Cell Phone _____ Fax Number _____

This business is conducted in the following manner: *(circle one)* **Partnership** **LLC** **Corporation**

You must surrender your current card and provide all Corporation Documents and a new Bond or a Bond rider before a license will be issued.

I wish to inform the Board the name listed above is a bona fide active heating and air conditioning and/or refrigeration organization as described on this information sheet and that all information hereby submitted is complete and accurate. The following individual(s) is regularly employed or is the sole owner of this organization and is the RESPONSIBLE IN CHARGE as defined in Code of Alabama 1975, Section 34-31-18 to 34 et. Seq. (Act 2009-486)

Responsible in charge sign here: _____ Date: _____

LIST OF CERTIFIED CONTRACTORS
Each contractor will need to complete a separate form.

Printed Name of Responsible in Charge Certification Number

Licensee Certification Number

Licensee Certification Number

YOU MUST SURRENDER CURRENT LICENSE CARD
Adding LLC or INC: FEE IS \$25.00 PER LICENSE

The board only accepts credit cards, money orders, or cashiers checks. **All payments are non-refundable.**

Card Number: _____ Expire Date: _____ CVV2: _____

Be advised there is a 4% convenience fee added to all card transactions. The fee may show as an iGov charge.

Signature (*Required*)

Date:

Date Received:

Check # _____

Amount: _____