DA-1

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

DUCT AIR TIGHTNESS TESTING CONTRACTOR REGISTRATION 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: CERTIFICATION AND EMPLOYER INFORMATION & FEES

THE FEE FOR DATT REGISTRATION IS $50.00

6. I have completed the following qualified program: (attach proof of completion and/or certificate)
   - Home Builders Association of Alabama Qualified Credentialed Air Tightness Verifier (QCATV) Training
   - Building Performance Institute Building Analyst (BPI) Training.
   - Residential Energy Service Network Home Rating Systems (RESNET/HERS) Rater Training

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

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.

_____ Signature of Applicant Date

SECTION C: PAYMENT INFORMATION: (PLEASE ENCLOSE PAYMENT IN THE AMOUNT OF $50.00)

Enter payment information below.

THE BOARD NO LONGER ACCEPTS PERSONAL OR BUSINESS CHECKS. ALL PAYMENTS MUST BE MADE BY CREDIT CARD, CERTIFIED/CASHIERS CHECK or MONEY ORDER!Card Number: _____ Exp. Date: _____CVV2: _____

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

Signature: _____ Date: _____

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 FOR DUCT ENVELOPE TIGHTNESS TESTING REGISTRANT

(All Applicants Must Submit this Affidavit)

I, _____, solemnly swear and affirm that I
(Name of Registrant)
work for, _____
(Company Name).

I understand that I may be contacted by a representative of the Board for either verification of the information contained in this application 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 revocation of license or application.

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

I understand that I cannot perform third party (testing for hire) duct tightness testing unless I have sucessfully completed the BPI Analyst Training and/or the RESNET/HERS Rater Training. The QCATV Training does not allow for third party testing (testing for hire), unless you hold a DATT registration and a Heating and Air Conditioning Contractor Certification issued by the Alabama Board of Heating, Air Conditioning & Refrigeration Contractors, or a DATT registration and Home Builders License issued by the Alabama Home Builders Licensure Board.

_____
Signature of Affiant (DATT Registrant)

_____
Address

_____
Phone Number(s)

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

_____
Notary Public My Commission Expires: _____