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

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

APPLICATION FOR EMERGENCY LICENSE

(This application is only for the issuance of a temporary emergency license due to the death or incapacitation of the certified contractor in responsible charge of an entity)

TYPE OF APPLICATION

Mark which type of license you are applying for (mark all that apply):

- EMERGENCY - HVAC
- EMERGENCY - REFRIGERATION

APPLICANT MUST SUBMIT:

- Death Certificate of deceased contractor – or –
- Affidavit from physician certifying permanent incapacitation of contractor.
- Performance Bond in the Amount of \$15,000 in the Business Name
- Corporation Documents or Certificate of Foreign Authority
- Application for Emergency License ALE-1 and Business Information form (AL-2)

SECTION A: IDENTIFYING AND CONTACT INFORMATION OF TEMPORARY RESPONSIBLE IN CHARGE

Name: _____
Last First M.I.

Address: _____
Street

City County State Zip code

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Social Security Number: _____

SECTION B: DECEASED OR INCAPACITATED CONTRACTOR INFORMATION

License Number(s): _____ Name of Deceased Certified Contractor: _____

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

Business Name: _____

Address: _____

SECTION C: DISCLOSURES

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

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 a corporation, 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.

Signature of Applicant Date

OFFICE USE ONLY

Issue Date: _____

Expiration Date: _____

Director Approval: _____

SECTION E: OATH AND RELEASE OF TEMPORARY RESPONSIBLE IN CHARGE

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

_____ Initial

I acknowledge that this emergency certification shall be active for no longer than 90 days before expiring. Once expired I must immediately cease entering all contracts, both verbal and written, and the installation, service and/or repair of any heating and air conditioning or refrigeration system until a certified contractor applies to, and is approved by, the Board as responsible in charge for the entity.

_____ Initial

I hereby authorize any individual, company, or institution with whom the deceased or incapacitated contractor 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.

_____ Initial

I declare and affirm under penalty of perjury that the foregoing information is true and complete to the best of my knowledge and belief.

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

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.