

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 LICENSURE

TYPE OF APPLICATION

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

- o INACTIVE HVAC \$95.00
- INACTIVE REFRIGERATION CONTRACTOR \$95.00
- o ACTIVE HVAC CONTRACTOR \$190.00
- ACTIVE REFRIGERATION CONTRACTOR \$190.00

*ACTIVE CONTRACTORS MUST SUBMIT:

- o Performance Bond in the Amount of \$15,000 in the Business Name
- Corporation Documents or Certificate of Foreign Authority
- o Contractor Information Form (AL-1) and/or Business Information Form (AL-2)

Be advised your application could be delayed if you use a 3rd party licensing organization. The Board cannot discuss your application information with anyone except the applicant. An affidavit from the processor is insufficient to discuss your licensing information.

Method of licensure (check one):

- o Reciprocal (Use this application and forms AL-2, VL-1 and VL-2)
- o Business Name Change (Use this application and forms AL-2, and updated BF-1)
- Original I do not hold a license.

SECTION A: IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

1.	Name:						
	Last	First	M.I.				
2.	Address:						
		Street					
	City	County	State	Zip code			
3.	Home Phone:	Cell Phone:	Work Phone:				
4.	Email:						
5.	Social Security Number:						

SECTION B: LICENSURE HISTORY

. List all licenses you now hold, or have ever held if applic	cable
---	-------

STATE	LICENSE NUMBER	IS THIS LICENSE CURRENT?
		Yes No

If applying as a Reciprocal Licensee, the Alabama Board office must receive a letter of good standing <u>and</u> copy of the State's rules and regulations from *each* jurisdiction listed above, sent directly from that State's Board office to the Alabama Board office. Please provide a copy of license.

SI	CT	ION	· C·	D	וכר	10	SI	IR	FS

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any f jurisdiction in the past 12 months?					
	YesNo 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 an incorporation, limited Liability Company, or partnership by the responsible in charge.

1.	Are vou a	citizen	of the	United	States?

YesNo		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-			
If you are NOT	a citizen of the United States, are you an alien who is	s lawfully present in t	ne United States of America
Yes No	o If "yes," please read the declaration below and sign.		
PROVIDE PROOF OF LA	AWFUL PRESENCE BY SUBMITTING ONE OF THE ITEM	S LISTED ON ATTACHI	MENT
hereby declare that I	I am an alien lawfully present in the United States of A	America.	
_	under penalties of perjury; making a false, fictitious, of in the second degree pursuant to Ala. Code § 13A-10-		ent or representation in this
	Signature of Applicant		 Date
	ess application please enclose the processing fee by of Fees for Active contractors are \$190.00 annually and		
State of Alabama. "F , the Responsible in C		\$95.00 for inactive c	ontractors annually.
"State of Alabama. "F I, the Responsible in C true and complete to	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under p	\$95.00 for inactive c	ontractors annually. t the foregoing information
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under pothe best of my knowledge and belief.	\$95.00 for inactive cenalty of perjury tha	ontractors annually. t the foregoing information
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform efundable.	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under pother the best of my knowledge and belief.	\$95.00 for inactive cenalty of perjury tha	ontractors annually. t the foregoing information iers checks. All payments a
'State of Alabama. "F , the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform efundable. Card Number:	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under pothe best of my knowledge and belief. FURE: mation Below: The board only accepts credit cards, mation Below: The board only accepts credit cards, mation below:	\$95.00 for inactive cenalty of perjury that DATE:	ontractors annually. t the foregoing information iers checks. All payments a CVV2:
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform refundable. Card Number:	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under pot the best of my knowledge and belief. FURE: mation Below: The board only accepts credit cards, no	\$95.00 for inactive cenalty of perjury that DATE:	ontractors annually. t the foregoing information iers checks. All payments a CVV2:
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform refundable. Card Number: Be advised there is a	Fees for Active contractors are \$190.00 annually and Charge named herein, do declare and affirm under pot the best of my knowledge and belief. FURE: mation Below: The board only accepts credit cards, no	\$95.00 for inactive cenalty of perjury that DATE:	ontractors annually. t the foregoing information iers checks. All payments a CVV2:
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform refundable. Card Number: Be advised there is a	Charge named herein, do declare and affirm under pothe best of my knowledge and belief. FURE: mation Below: The board only accepts credit cards, mation below:	\$95.00 for inactive cenalty of perjury that DATE:	ontractors annually. t the foregoing information iers checks. All payments a CVV2:
"State of Alabama. "F I, the Responsible in C true and complete to RESPONSIBLE SIGNAT Enter Payment Inform refundable. Card Number: Be advised there is a	Charge named herein, do declare and affirm under pothe best of my knowledge and belief. FURE: mation Below: The board only accepts credit cards, mation below:	\$95.00 for inactive cenalty of perjury that DATE:	ontractors annually. t the foregoing information iers checks. All payments a CVV2:

Date Received: Check No: Amount:

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.

STOP

IF YOUR COMPANY IS NOT REGISTERED AS A FOREIGN CORPORATION WITH THE ALABAMA SECRETARY OF STATE YOU MUST FILE PRIOR TO SENDING THIS APPLICATION FOR REVIEW

VISIT:

https://www.sos.alabama.gov/business-entities/foreign-corporations

STATE OF ALABAMA

FOREIGN CORPORATION (BUSINESS OR NON-PROFIT) APPLICATION FOR REGISTRATION

PURPOSE: In order to register a foreign entity (any entity formed outside of Alabama) to transact business in Alabama, the entity must deliver to the Secretary of State for filing an Application for Registration pursuant to Section 10A-1-7.04, *Code of Alabama 1975*.

INSTRUCTIONS: Mail 2 copies of this completed form along with a self-addressed, stamped envelope to:

*Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama 36103.

- *Include a check, money order, or credit card payment for the \$150.00 processing fee.
- *You may file the Application for Registration online in the time it takes to type this request.
- *The entity will not be registered if the credit/debit card does not authorize and will be removed from the index if the check is dishonored (\$30 fee).

This form must be typed and will not be accepted via email.

	Check One:Business/For-Profit Corporation	Non-Profit Corporation
1.	The legal name of the foreign corporation as recorded in the jurisdiction is	in which it was formed/incorporated:
2.	the legal name*):	
	*A fictitious name may be used only if the legal entity name is not ava not contain the words "corporation" or "incorporated" or an abbreviation	
3.	If a fictitious name is used, the undersigned certifies the resolution of the the fictitious name for use in Alabama and affirms the authority to make	
4.	*A copy of the name reservation received from the Office of the Alab	oama Secretary of State must be attached.*
5.		
	Mailing address (if different from street address)	
		(For SOS Use Only)
This	is form was prepared by: (type name and full address)	
For	reign Corporation Registration - 10/2022 Page 1 of 2	

FOREIGN CORPORATION (BUSINESS OR NON-PROFIT) APPLICATION FOR REGISTRATION

6.	The undersigned certifies that the foreign entity currently exists as a valid entity of the type stated above under the laws of the entity's jurisdiction of formation.					
7.	Corporation's jurisdiction of formation:					
8.	Date of the corporation's formation in state/country of jurisdiction:/(MM/DD/YYYY)					
9.	Name of registered agent for service of process (MUST be physically located in Alabama):					
10.	Street (No PO Boxes) address of registered office of registered agent (MUST be physically located in Alabama):					
	Mailing address <u>in</u> Alabama of registered agent/office (if different from street address)					
11.	The foreign corporation began or will begin transacting business in Alabama (<u>a date must be provided</u>): Began or will begin doing business:/(MM/DD/YYYY)					
Date	Typed name <u>and</u> title of signature Below					
	Signature of person authorized to sign per 10A-1-4.01					

Dear Alabama Business Owner:

Recently, the Alabama Legislature passed ACT 2021-223, which is a new law that requires the Secretary of State's Office to collect data about small businesses, minority-owned businesses, and women-owned businesses. Your participation in this survey will aid the state in identifying businesses that may be eligible for assistance or resources.

Please check the boxes that apply to your business:
SMALL BUSINESS:
□ Any independently owned and operated business with no more than 50 full-time employees, a majority of whom have their permanent place of residence in the state.
MINORITY-OWNED BUSINESS: (African American, Hispanic, Asian American, or Native American)
□ An independently owned and operated business that is at least 51% owned or controlled by one or more minority individuals, a majority of whom have their permanent place of residence in the state.
<u>OR</u>
☐ A publicly owned business of which at least 51% of the stock is owned and controlled by one or more minority individuals and whose daily management and operations are under the control of one or more of these minority individuals, a majority of whom have their permanent place of residence in the state.
WOMAN-OWNED BUSINESS:
☐ An independently owned and operated business that is at least 51% owned or controlled by one or more women, a majority of whom have their permanent place of residence in the state.
<u>OR</u>
☐ A publicly owned business of which daily management and operations are under the control of a woman or group of women, a majority of whom have their permanent place of residence in the state, and who own and control at least 51% of the stock of the business or an equivalent ownership stake.

OTHER:

 \Box Check this box if you prefer not to respond.

If none of these apply to your business, please disregard.

Thank you for your contributions to the State of Alabama.

Secretary of State Credit Card or Prepaid Payment Option/Return/Hold Sheet: If you do not send an acknowledgement copy and a pre-addressed postage paid envelope with the filing you will not receive a receipt from the Secretary of State's Office. Hold for pickup request will have the receipt attached. The document of record will be stamped showing the receipt of the filing fee but will not show convenience fees (these fees are 3% of the total charge plus \$2.00).

Information MUST be typed or filing will be returned without review.

Entity Name:		
Service Requested: X \$150.00 R	legistration filing fee	
Hold at Front Desk for pick-up by:	There is no notification ser	vice/call for pick-up.
	Choose one of the following:	
Check/money order is attached State. Do not use one check for	d-Please make one check payable for ear or multiple filings.	ch filing to the Alabama Secretary of
Charge fees to prepaid account	:: Account Number	
and Account Name		
Typed Name & Signature of A	uthorized Individual on Account	
Credit Card Type:	(Visa, MC, Discover & A	mEx)
Card Number:	Expiration Mo/Yı	r.:/ (MM/YY)
Card Holder Name:		
Complete Billing Address:	Street or PO Box	
City	State	Zip
Signature of Card Holder:	MUST be Signature of Ca	ard Holder
	THE ST OF SIGNATURE OF CE	41 4 110 1401



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

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SEC	TION A. BUSINESS INFO	RIVIATION		
1.	Business Name:			
2.	Address:			
		Street		
	City	County	State	Zip code
3.	Mailing Address:			
	Addicss	Street		
	City	County	State	Zip code
4.	Home Phone:	Work Phone:	Cell Phone	:
5.	Email:			
6.	Responsible in Charge:			
ord	er made payable to "Sta	plication please enclose the process ate of Alabama. "Fees for Active cor lly. See Section D on form AL-1 to er	ntractors are \$190.00 ann	ually and \$95.00 for
-		e named herein, do declare and affiinplete to the best of my knowledge		ry that the foregoing
RES	SPONSIBLE SIGNATURE:		DATE:	

Be advised your application could be delayed if you use a 3rd party licensing organization. The Board cannot discuss your application information with anyone except the applicant. An affidavit from the processor is insufficient to discuss your licensing information.

SECTION B: LIST OF CERTIFIED CONTRACTORS

Please list all Alabama certified contractors and their license numbers.

New applicants will be issued a cer	rtification when application is filed:	
(1)	Certification #	
(2)	Certification #	
(3)	Certification #	
	listed above is a bona fide active heating and/or air con heet and that all information hereby submitted is compl	
If a partnership, a partner sign here	e:	
		Date
If a corporation, president sign her	e:	
		Date

Date

CONTRACTOR'S PERFORMANCE BOND

								BON	D#					
KNOW ALL	MFN RY T	HESE PRES	SENTS T	hat we										
NITOW ALE	VILIV DI I	TIESE T KES				Busi	ness Nar	me On	ly					
				f	Addr									
as Principal, the State Bo 1975,34-31- made, we bi presents.	oard of He 18, Et. Se	eq., in the	amount	of fiftee	nd Refrig	eration and dol	lars (\$15	5,000.0	00) for pay	the pro ment w	visions o hereof w	f <u>Code (</u> vell and	of Alaba truly to	<u>ima</u> be
The condition (check one of		foregoing	obligati	on is suc	ch, howe	ver, tha	nt, where	eas, the	e said Prin	cipal is	engaged	in the b	ousiness	of:
	\bigcirc	Heating a	nd Air C	ondition	ning Con	tracting	; or	○ Re	efrigeration	n Contra	ecting			
and of any r to said busin established by said Prin State Board or omitted k defend all st or in part, u such damage regulations servants or a force and ef Except as to fifteen (15) Contractors	ness or be under the cipal in the of Heatin by said Pr uits broug pon any a ges as an or buildir agents, in fect.	usinesses, a authority he prosecu g, Air Cond incipal, its ght against act of defa y person, ng codes b the prose ccruing pr er receipt	whether of said ution of ditioning servant the Stault for v firm or y said Pecution of the by the	r now of laws or consaid but and Ref sor agent which said corporation of said but a secutive effection of said but a security and said but a security effection of said but a security effective effection of said but a security effec	r hereafterdinance siness of frigeration the definition material in the serve usiness of the defendance of the defendanc	ter enaces; and respondences; and respondences on Contoing saiding, Air pal is reasy sustaints or busing of cancestor of S	shall per esses; an ractors f d work o Condition sponsible ain by re agents, esses, the	gether rform i rd shal rom al r from oning a e, and eason or by r nen thi	with all ru n a workm l indemnif l liability or any unfait and Refrige pay the co of violatio reason of t s bond to ety's liabili	les, regularities of an like now and so coasioned the full or creation Coasts and on of sathe neglibe void,	ulations a nanner al ave harm ed or aris inadequa contracto expense id laws, igence o otherwis	and buil Il work unless the ing from the wor ors base es there ordinar f said P se to re	Iding co underta e afores n acts d k; and s ed, in wh of, and nces, ru rincipal main in	des ken said one hall nole pay lles, , its full
IN WITNES				-			Surety	have	hereunto	set t	heir har	nds and	d seals	at
	City									State				
on this			_day of_					_, 20_	·					
Surety's Agent			_					incipal Sig						
Mailing Add	ress			_										
City	State	Zip		-				Sur	ety					
Phone Number			_		By Attorney -In-Fact									

This bond will be in effect until

PROOF OF CITIZENSHIP Code of Alabama 1975, Section 31-13-29(g) From Act 2012-491

- 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.
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- 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.



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

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PROOF OF CITIZENSHIP COMPLIANCE FORM

Code of Alabama 1975, Section 31-13-29(g)

Please attach a <u>COPY</u> of your identification found on the list on the back of this form and return to the Board in the envelope provided.					

CERTIFICATION NUMBER(S)

VERIFICATION OF LICENSE



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

1.			
3			
4.			
5			
6.			
7.			
8. Name:			
First	MI		Last
a. Address:			
	Street		
City		tate	Zip Code
.0. Home Phone:	4. Home Phone:	5. Cell Phone:	
:. Address:	Street		
City		tate	Zip Code
•	cant licensed to practice as a (formal license		•
	4. Applicant License Number:	5. Ori	ginal Issue Date:
5. Expiration Date:	7. Exam Type (Block, PSI, Etc.):	8. Exam Score:	Exam Date:
D. Has any disciplinary acti gainst this applicant? (Cir	on been taken against this license, or are an cle one) Yes or No	y unresolved disciplinary ad	ctions or complaints pending
Signature of Agency Repre	sentative	Date	
		BOARD SE	AL
Name and Title (please pri	nt)		



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AFFIDAVIT OF UNDERSTANDING

(Name)	, state on oath and affirm:
(iname)	
1. I am of of	.
(Position)	(Name of Company)
I am currently a licensed contractor under the laws of	
	(State)
I have been a licensed contractor for	years.
(Number of Ye	ars)
2. I am seeking to be licensed as a heating and air cor	nditioning and/or refrigeration contractor in the State of
Alabama under its	
	I certify that I meet all requirement of the reciprocal
(State)	a mus a ma
	agreement
3. Although I am not required to pass the Written Example 1.	mination before becoming licensed in Alabama, I recognize
that I am not exempted from the laws of the State. By	y executing this affidavit, I agree to comply with all laws,
rules, and regulations of the State of Alabama Board o	of Heating, Air Conditioning and Refrigeration Contractors.
State of	
County of	
Sworn before me this day	
of, 20	
Notary Public	Signature of Affiant
Commission expires	