



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

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

Phone: (334) 241-0840
Fax: (334) 265-0570
www.hacr.alabama.gov

ANNUAL MANUAL RENEWAL FORM

RENEWAL TYPE

Certification Number(s): _____

1. Mark which type of license you are renewing (mark all that apply):

- INACTIVE HVAC \$82.50
- INACTIVE REFRIGERATION CONTRACTOR \$82.50
- ACTIVE HVAC CONTRACTOR \$165.00
- ACTIVE REFRIGERATION CONTRACTOR \$165.00

LATE FEES:

Annual Active Late Fees

After December 31 \$265.00 = \$100.00 late fee + \$165.00 renewal fee

After February 28 \$515.00 = \$250.00 penalty fee + \$100.00 late fee + \$165.00 renewal fee

After March 31 \$1015.00 = \$500.00 delinquent fee + \$250.00 penalty fee + \$100.00 late fee + \$165.00 renewal fee

Annual Inactive Late Fees

After December 31 \$132.50 = \$50.00 late fee + \$82.50 renewal fee

After February 28 \$382.50 = \$250.00 penalty fee + \$50.00 late fee + \$82.50 renewal fee

After March 31 \$882.50 = \$500.00 delinquent fee + \$250.00 penalty fee + \$50.00 late fee + \$82.50 renewal fee

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

1. Name: _____
Last First M.I.

2. Address: _____
Street

City State Zip code

3. Home Phone: _____ Work Phone: _____

4. Email: _____

SECTION B: BUSINESS INFORMATION (if applicable)

1. Business Name: _____

2. Street Address: _____

3. Mailing Address: _____

4. Home Phone: _____ Work Phone: _____ Cell Phone: _____

5. Responsible in Charge: _____

SECTION C: 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 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

SECTION D: PAYMENT INFORMATION: (PLEASE ENCLOSE PAYMENT FOR EACH CERTIFICATION)

Enter payment information below. The Board accepts Master Card, Visa or Check.

Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____

DATE RECEIVED: _____

CHECK No: _____

AMT: _____