



Robert Bentley
GOVERNOR

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

8 Commerce St. Suite 200
Montgomery, AL 36130-5025

334-241-0840

Toll Free: (866) 855-1912

Fax: (334) 265-0850

www.hacr.alabama.gov



Kathy S. LeCroix
EXECUTIVE DIRECTOR

CONTRACTORS LICENSE APPLICATION

RECIPROCIITY INFORMATION

The State of Alabama has entered into reciprocal agreements with the following states:

Louisiana – Licensing Board for Contractors

Mississippi – Board of Contractors

Tennessee – Board for Licensing General Contractors

This agreement only pertains to examinations and does not minimize the ability of the State of Alabama to investigate the applicant in any way. The contractor must make application to the Alabama Board of Heating and Air Conditioning Contractors and meet all other requirements of the board before a HVAC Contractor Certification Number will be issued.

In order for the Alabama Board to consider reciprocity for a contractor, the following requirements must be met.

1. A contractor must **complete and submit an application along with all financial requirements and must hold a current license for the past 3 consecutive years within one of the states named above.** The contractor must be free of any disciplinary actions taken against him/her during the 3-year consecutive period of licensure.
2. The applicant must **show proof of licensure in a reciprocal state by providing the completed verification form (attached).** The Alabama Board of Heating and Air Conditioning Contractors retains the authority to require the applicant to provide all necessary information to show cause for the issuance of a contractor's license in the state.
3. The applicant must **complete the Affidavit of Understanding (attached).**

NOTE: Applicant must complete Part I of the attached verification form and mail to one of the above named states. This reciprocity agreement does not apply to any states or agencies not listed above.



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Kathy S. LeCroix
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HVAC CONTRACTOR INFORMATION

Name _____ SSN _____ Certification # _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Business Name _____

CITIZENSHIP *This section to be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.*

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

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.

***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.
I hereby declare that all information submitted is complete, true, and correct in accordance with the Code of Alabama 1975 §34-31-18 et seq.***

_____ Date _____

Signature of Responsible in Charge

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, sign, and continue to section 2.

***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 Responsible in charge Date _____

ACTIVE FEE: \$165.00

INACTIVE FEE: \$82.50

To pay by Credit Card, enter card information: Master Card Visa

Card Number: _____

Expire Date: _____

Signature (Required)

Date:

Date Received:

Check # _____

Amount: _____

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
and continue

If "yes," please read the declaration below, sign,
to section 2.

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 Responsible in charge

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

LIST OF CERTIFIED CONTRACTORS

Please list all contractors and their certification numbers below.

Name Certification Number

Name Certification Number

Name Certification Number

I wish to inform the Board the name listed above is a bona fide active heating and air conditioning organization as described on this information sheet and that all information hereby submitted is complete and accurate.

Responsible in charge, sign here: _____ Date: _____

PROOF OF CITIZENSHIP

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

1. A driver's license or nondriver's 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 nondriver's 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) [LawDesk]

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama nondriver's 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 of Understanding

I, _____, state on oath and affirm:
(Name)

1. I am _____ 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 Years)

2. I am seeking to be licensed as a heating and air conditioning contractor in the State of Alabama under its reciprocal agreement with _____. I certify that I meet all requirement of the reciprocal agreement.
(State)

3. Although I am not required to pass the Written Examination before becoming licensed in Alabama, I recognize that I am not exempted from the laws of the State. By executing this affidavit, I agree to comply with all laws, rules, and regulations of the State of Alabama Board of Heating, Air Conditioning and Refrigeration Contractors.

State of _____

County of _____

Sworn before me this _____ day

of _____, 20__

Notary Public
Commission expires _____

Signature of Affidavit



Bob Riley
GOVERNOR

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Kathy S. LeCroix
EXECUTIVE DIRECTOR

I. Request for Verification of License

Instructions to Applicant for Verification: Complete the top portion of this request. Mail to the state in which you now hold a license for completion of Part II.

Contractor Name _____ Company Name _____

Street Address _____

City _____ State _____ Zip _____

License Number _____

I am requesting licensure in the State of Alabama. Please verify my licensure in your state.

Signature of Applicant

II. Verification of License

To Verifying State: Please furnish the requested information and sign. Return the document to the applicant to be included in his application.

Contractor Name _____ Company Name _____

License Number _____ Current Status _____

Date License was First Issued _____ Expiration Date _____

Classification(s) Held _____

Licensed By: _____ Waiver (Basis of Waiver) _____

_____ Endorsement (List State) _____

_____ Exam (Name of Qualifying Party) _____

Type of Exam(s) Taken (i.e. nai, Block, In-house) _____

Exams Taken and Scores _____

Disciplinary Action _____

Signature _____
Title _____

STATE OF ALABAMA

**APPLICATION FOR CERTIFICATE OF AUTHORITY
OF A FOREIGN CORPORATION TO TRANSACT BUSINESS IN ALABAMA**

To the **SECRETARY OF STATE OF THE STATE OF ALABAMA,**

PURSUANT TO THE PROVISIONS OF THE **ALABAMA BUSINESS CORPORATION ACT**, THE UNDERSIGNED CORPORATION HEREBY APPLIES FOR A **CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN ALABAMA** AND, FOR THAT PURPOSE, SUBMITS THE FOLLOWING STATEMENTS.

1. The exact name of the corporation:

2. If your corporate title does not include "Corporation," "Corp," "Incorporated" or "Inc.," one of these must be added for use in Alabama. Please list your exact corporate title with the addition of one of these words.

3. State or Country of incorporation: _____

4. Date of incorporation: _____ Duration of corporation: _____

5. Street address of principal office:

6. Name and **street address (NO PO BOX)** of registered agent in Alabama:

7. The names and addresses of its directors and officers are:

NAME	OFFICE/TITLE	MAILING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. This application is accompanied by a copy of articles of incorporation and all amendments thereto, duly certified by the proper official of the state under the laws of which it is incorporated, together with the filing fee of \$175.00. The non-profit corporation filing fee is \$75.00. The certification by the Secretary of State or the equivalent in your state must be an **original** and "**current**" (**within six months**).

9. Date: _____

Type or Print Corporate Officer's Name and Title

Signature of Officer

MAIL DUPLICATE ORIGINALS OF THIS APPLICATION, A CERTIFIED COPY OF THE CHARTER AND THE FILING FEE TO:
SECRETARY OF STATE, CORPORATIONS DIVISION, POST OFFICE BOX 5616, MONTGOMERY, ALABAMA 36103-5616
(334)242-5324