STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS
8 Commerce Street, Suite 200
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Dr. Robert Bentley
GOVERNOR

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

Kathy S. LeCroix
EXECUTIVE DIRECTOR

CHANGE OF STATUS APPLICATION
ACTIVE to INACTIVE

Name _____ SSN_____ Certification #_____

Address _____

City _____ County_____ State_____ Zip Code_____

Previous Business Name _____

Home Phone _____Cell Phone _____ Alternate Phone_____

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

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 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.
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.

_____Date_____
Signature of Responsible in charge

YOU MUST SURRENDER YOUR PRESENT LICENSE CARD

An INACTIVE contractor shall not be eligible or allowed to purchase local licenses or be issued any permits to perform installation, service or repair work, or to solicit or bid to perform installation, service or repair work on heating and air conditioning systems. Secton 440-X-1-.01(8).

All INACITVE contractors are required to maintain four (4) hours of continuing education each year in order to renew their license.

(Exception: Any INACTIVE contractor who is 65 years old or older may request to have the mandatory 4 hours of continuing education waived.)

_____

Signature (*Required)* Date:

Date Received:

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.