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

Robert Bentley
GOVERNOR

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

Kathy S. LeCroix
EXECUTIVE DIRECTOR

Refrigeration Applicant Requirements and Instructions

On August 1, 2009 Act 2009-486 was made effective requiring all commercial refrigeration companies in the State of Alabama to employ a licensed refrigeration contractor by the State of Alabama Board of Heating, Air Conditioning & Refrigeration Contractors, as a responsible in charge for their company.

Prior to applying for refrigeration please be advised that you must have either passed the state of Alabama Refrigeration licensing exam or qualify under the current grandfathering provisions.

PLEASE BE ADVISED THAT HOLDING AND HVAC CERTIFICATION DOES NOT ALLOW YOU TO PERFORM THE DUTIES OF A COMMERCIAL REFRIGERATION CONTRACTOR. THERE IS A SEPARATE TEST FOR EACH LICENSE.

1) For contractors who are applying to be responsible in charge for a corporation, LLC, sole proprietorship or as an individual: please complete the Active Refrigeration Contractor application, obtain a performance bond in the amount of $15,000, include a copy of your Type II, III or Universal refrigerant card used to purchase Freon along with a payment of $165.00. Businesses who are incorporated in a state other than Alabama must first register as a foreign corporation with the Alabama Secretary of State's office prior to filing an application with this office.

2) For contractors who are applying to become an inactive refrigeration contractor please complete the Inactive Refrigeration Contractor application, include a copy of your Type II, III or Universal refrigerant card used to purchase Freon, along with payment of $82.50. An inactive contractor may not perform any refrigeration work in the state of Alabama.

3) For businesses applying to change their business name, please contact the Board for specific Instructions on which forms to file and what information will be needed to accomplish your request.

4) For businesses wishing to change the responsible in charge for their company please fill out and return the Change in Responsible in Charge form as well as return their certification card along with payment of $25.00

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ACTIVE REFRIGERATION APPLICATION

(Use this application to become Active Responsible in Charge for the first time OR to move from an Inactive status to Active Responsible in Charge for a business)

Refrigeration Lic. # _____

Business Name _____ Tax ID Number _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Business Phone _____ Cell Phone _____ Fax Number _____

This business is conducted in the following manner: *(circle one)* Individual Partnership LLC Corporation

NAME OF RESPONSIBLE IN CHARGE _____ SSN _____

If this person holds an HVAC certification enter certification number here: _____

CITIZENSHIP VERIFICATION

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.

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.

_____ Date _____
Signature of Applicant

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 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.

_____Date_____
Signature of Applicant

LICENSE FEE: $165.00

If you wish to pay by **Visa or Mastercard**, please enter the credit card information below:

Card Number_____ Expiration Date: _____

Signature of Card Holder: _____

Check # _____ Amount _____

PLEASE BE ADVISED THAT REFRIGERATION CERTIFICATIONS ARE ISSUED TO THE BUSINESS NOT THE INDIVIDUAL. (In order to change businesses an individual contractor must reapply AND the old refrigeration business must submit a Change of Responsible in Charge form along with this form to certify a new contractor)

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

CONTRACTOR LICENSE BOND BOND# _____ _____

KNOW ALL MEN BY THESE PRESENTS, That we _____ _____
Business Name Only

_____ of _____,
Address

as Principal, and _____, as Surety, are held and firmly bound unto the State Board of Heating, Air Conditioning and Refrigeration Contractors, created by the provisions of Code of Alabama 1975,34-31-18, Et. Seq., in the amount of fifteen thousand dollars ($15,000.00) for payment whereof well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such, however, that,

Whereas, the said Principal is engaged in the business of (check one or both)

○ heating and air conditioning contracting; ○ or refrigeration

in the State of Alabama, now if the said Principal shall faithfully observe all ordinances and laws of the State of Alabama and of any municipal corporation and county of this State, within which the Principal shall engage in any work, pertaining to said business or businesses, whether now or hereafter enacted, together with all rules, regulations and building codes established under the authority of said laws or ordinances; and shall perform in a workmanlike manner all work undertaken by said Principal in the prosecution of said business or businesses; and shall indemnify and save harmless the aforesaid State Board of Heating, Air Conditioning and Refrigeration Contractors from all liability occasioned or arising from acts done or omitted by said Principal, its servants or agents, in doing said work or from any unfaithful or inadequate work; and shall defend all suits brought against the State Board of Heating, Air Conditioning and Refrigeration Contractors based, in whole or in part, upon any act of default for which said Principal is responsible, and pay the costs and expenses thereof, and pay such damages as any person, firm or corporation may sustain by reason of violation of said laws, ordinances, rules, regulations or building codes by said Principal, its servants or agents, or by reason of the negligence of said Principal, its servants or agents, in the prosecution of said business or businesses, then this bond to be void, otherwise to remain in full force and effect.

Except as to liability accruing prior to the effective date of cancellation, the surety's liability on this bond shall be terminated fifteen (15) days after receipt by the Executive Director of State Board of Heating, Air Conditioning and Refrigeration Contractors of written notice of the surety's intent to cancel.

IN WITNESS WHEREOF, the said Principal and the said Surety have hereunto set their hands and seals at _____ _____,
Address

_____ on this date _____ ___.
State Date

_____ By _____ _
Surety's Agent Principal Signature

_____
Mailing Address

_____ _____
City State Zip Surety

_____ By _____
Phone Number Attorney -In-Fact

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.

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INACTIVE REFRIGERATION APPLICATION

Name _____ Social Security Number _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Home Phone _____ Cell Phone _____ Fax Number _____

If this person holds an HVAC certification enter certification number here: _____

CITIZENSHIP VERIFICATION

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.

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.

_____ Date_____
Signature of Applicant

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 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.

_____Date_____
Signature of Applicant

LICENSE FEE: $82.50

If you wish to pay by **Visa or Mastercard**, please enter the credit card information below:

Card Number_____ Expiration Date: _____

Signature of Card Holder: _____

Check # _____ Amount _____

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)