



**EXPIRED LICENSE APPLICATION**  
(CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / **Overnight Delivery:** 445 Herron Street • Montgomery, Alabama 36104  
Telephone (334) 242-2230 / Facsimile (334) 263-1397

(Date Stamp)	<b>OFFICE USE ONLY</b>	Check No. _____
		Amount Paid _____

**INSTRUCTIONS:** Please type or print in ink all information. Copies or facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Make check, cashier's check, certified check, or money order for **\$545.00** (\$250.00 annual license fee plus \$295.00 non-refundable application processing fee for an expired license) payable to the Home Builders Licensure Board. **All fees must be paid before your application can be processed.**

**NOTICE:** Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation or partnership license allows you to engage in residential construction only in the name of the company granted the license. A corporation, partnership, or limited liability company license allows one person to serve as a designated qualifying representative. Other partners, officers, members, or managers desiring a license should apply for an individual license.

For a partnership, corporation, or limited liability company applicant to be considered an applicant holding an expired license, the applicant must hold an expired partnership, corporation, or limited liability company license with the same designated qualifying representative as the applicant applying for reactivation.

**SECTION 1:**

Please designate appropriate business:  Corporation  Partnership  Limited Partnership  Limited Liability Company

Business Name \_\_\_\_\_ Previous File Number \_\_\_\_\_

Year License Expired \_\_\_\_\_ Federal Tax ID \_\_\_\_\_ State Tax ID \_\_\_\_\_

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Cellular Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE (DQR)**

You must provide the following information for the general partner, officer, member, or manager who will serve as the Designated Qualifying Representative.

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Social Security# \_\_\_\_\_

[Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Alabama Code Section 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.]

Address \_\_\_\_\_ Years with Company \_\_\_\_\_

Is the designated qualifying representative of the partnership, corporation, or limited liability company the same person who served as the designated qualifying representative when the license was active? .....  Yes  No

If NO, this entity is not eligible to reactivate an expired license. Contact the Licensure Division for the appropriate forms.

(Continued on page 2)

### SECTION 3:

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS,  
**YOU MUST PROVIDE THE REQUESTED DOCUMENTATION  
AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

- Yes  No 1. Since this license was last active, has any partner, officer, member, or manager, of this company pled guilty or nolo contendere, or been convicted of a felony?
- Yes  No 2. Since this license was last active, was this company, or any partner, officer, member, or manager, or any entity of which this company is a successor, declared or placed in bankruptcy?  
If "YES," indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.  
If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan. If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.  
If the bankruptcy was discharged, provide a copy of the discharge order.
- Yes  No 3. Since this license was last active, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?  
If "YES," provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes  No 4. Does this company, or the company's designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?  
If "YES," provide the name of the homeowner involved: \_\_\_\_\_
- Yes  No 5. Since this license was last active, were there any liens for labor or materials filed on any of the work performed by this company, or any partner, officer, member, or manager, or any entity of which this company is a successor?  
If "YES," provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes  No 6. Since this license was last active, has this company, or any partner, officer, member or manager of this company, been identified by this Board as an unlicensed builder?
- Yes  No 7. Since this license was last active, have any of the partners, officers, members, or managers of this company changed?  
If "YES," provide the following: a document filed with the probate court naming the current partners of partnership; or, provide a list of officers of the corporation on corporate letterhead signed by the President or CEO of the corporation; or, provide a copy of the bylaws of the LLC naming the members of the LLC, or the managers, if the LLC is manager-managed.

### SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report must be provided directly to the Board's offices by a credit reporting agency.

Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under Ala. Code § 34-14A-7(a)(4).

(Continued on page 3)

**SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT**

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien’s lawful presence in the United States may be verified through SAVE.

This section must be completed by the designated qualifying representative.

**This application will not be processed until the requested documentation is received by the Board.**

Yes  No **1. Are you a citizen of the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.  
If “NO,” see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or 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) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) 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) 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-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . 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.

***I hereby declare that I am a citizen of 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.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Yes  No **2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) 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, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) 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) 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

***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.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

*(Continued on page 4)*

**SECTION 6: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications for the applicant named herein and for which I have been the qualifying representative continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this application; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

\_\_\_\_\_  
Printed Name of Designated Qualifying Representative (DQR)  
(Must be a General Partner, Officer, Member, or Manager)

\_\_\_\_\_  
Signature of Designated Qualifying Representative (DQR)  
(Must be a General Partner, Officer, Member, or Manager)

Its: \_\_\_\_\_  
Position Held

**SECTION 7: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES (L.L.C.)**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; that the information provided and the statements made on all applications continue to be accurate, complete and true to the best of my knowledge, except as otherwise reported on this application; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

\_\_\_\_\_  
Printed Name of Authorized General Partner, Officer, Member, or Manager

\_\_\_\_\_  
Signature of Authorized General Partner, Officer, Member, or Manager

Its: \_\_\_\_\_  
Position Held