



HOME BUILDERS LICENSURE BOARD

www.hblb.alabama.gov

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

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

OFFICE USE ONLY (Date Stamp) Check No. Amount Paid (No charge for building official)

INSTRUCTIONS: Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The annual inactive license fee is \$125.00 plus \$50.00 late fee for an expired license. Make check, cashier's check, certified check, or money order for \$175.00 payable to the Home Builders Licensure Board. All fees must be paid before your application can be processed.

NOTICE: Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

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 use to perform residential construction or remodeling:

Blank lines for listing business names/trade names.

Street Address

City County State Zip

Mailing Address

City County State Zip

Business Phone Cellular Phone

Fax E-mail Address

Does the applicant, or the applicant's designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board? [] Yes [] No

If "YES," provide the name of the homeowner involved:

Since this license was last placed on inactive status, has this company, or any partner, officer, member, or manager of this company, been identified by this Board as an unlicensed builder? [] Yes [] No

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 inactive license expired? [] Yes [] No

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

SECTION 3: 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 3)

SECTION 4: 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 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 5: 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 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 an inactive 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, Member, or Manager

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

Its: _____
Position Held