

**EXPIRED INACTIVE LICENSE APPLICATION
(INDIVIDUALS and BUILDING OFFICIALS)**

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

OFFICE USE ONLY	Check No. _____
(Date Stamp)	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.** Building officials are exempt from the inactive license fee and the late fee.

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:

Name _____
 License File Number _____ Year License Expired _____
 Social Security No. _____

[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 _____
 City _____ County _____ State ____ Zip _____
 Telephone (_____) _____ Cellular Phone (_____) _____
 Fax (_____) _____ E-mail Address _____

Do you, or any entity of which you are the designated qualifying representative, 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, have you, or any company of which you were either a partner, officer, member, or manager, been identified by this Board as an unlicensed builder? Yes No

SECTION 2: BUILDING OFFICIALS (To be completed by Building Officials only. You must mark either A or B.)

I am a Building Official or Building Inspector.
 I am an employee of _____ jurisdiction.

ATTACH PROOF OF EMPLOYMENT AS A BUILDING OFFICIAL OR BUILDING INSPECTOR.

By virtue of employment, I am exempt or prohibited from holding a license;

— AND —

- A** I currently hold the following S.B.C.C.I. or I.C.C. certification **ATTACH A COPY OF CERTIFICATE:**
- | | | |
|--|---|--|
| <input type="checkbox"/> Certified/Chief Building Official | <input type="checkbox"/> Residential Building Inspector | <input type="checkbox"/> Building Plans Examiner |
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> Property Maintenance and Housing Inspector | <input type="checkbox"/> Design Professional |
| <input type="checkbox"/> Deputy Building Official | <input type="checkbox"/> Housing Inspector | <input type="checkbox"/> Plan Reviewer |

— OR —

B I do not maintain any of the above certifications. I hereby request to submit evidence to the Board to demonstrate that I possess sufficient building qualifications and experience to receive a license.

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 individual applicant.

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 INDIVIDUALS

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 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 granted an inactive license by the Home Builders Licensure Board, 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 I have 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 Applicant

Signature of Applicant