HOME BUILDERS
LICENSURE BOARD
www.hblb.alabama.gov

NEW LIMITED LICENSE APPLICATION
(INDIVIDUALS)

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

(Date Stamp)

Check No. _____

Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions.
ALL QUESTIONS MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. **Make check, cashier's check, certified check, or money order for $350.00 ($250.00 license fee plus $100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. *All fees must be paid before the application will be processed.***

NOTICE: 1) Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. 2) Holding an individual license does not allow you to engage in residential construction through an unlicensed corporation, partnership, or limited liability company.

☐ Yes ☐ No I have read and understood the above statements.

SECTION 1:

Full Name _____ Social Security Number _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1975) to be used for the purposes described therein.)

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

_____

_____

Street Address _____
City _____ County _____ State ____ Zip _____
Mailing Address _____
City _____ County _____ State ____ Zip _____
Business Phone (_____) _____ Cellular Phone (_____) _____
Fax (_____) _____ E-mail Address _____

SECTION 2:

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.** Within the past 7 years, have you pled guilty or nolo contendere, or been convicted of a felony?

☐ Yes ☐No **2.** Within the past 7 years, were you or any company of which you were a partner, officer, member, or manager 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 has been discharged, provide a copy of the discharge order.

(Continued on page 2)

SECTION 2: *Continued from page 1*

☐ Yes ☐ No **3.** Within the past 7 years, did you or any company of which you were a partner, officer, member, or manager 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.** Do you, or any entity of which you are the Designated Qualifying Representative, have any outstanding disciplinary actions before this Board?

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

☐ Yes ☐No **5.** Are there any liens for labor or materials filed on any of your work or the work of any company of which you are a partner, officer, member or manager?

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.** Within the past 7 years, 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?

SECTION 3: EXPERIENCE AND ABILITY

You must affirm and provide the following to satisfy the experience and ability requirements for licensure:

I currently hold or held, on or before one (1) year prior to the date this application was submitted, a business or occupational license as a contractor issued by a municipality, township, or county in this state.

☐ Yes ☐ No I have read and understood the above statement.

Attach a copy of the business or occupational contractor's license issued to you by a municipality, township, or county in this state.

SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board 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 of 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 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; and further, that if granted a 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.

☐ **Yes** ☐ **No** **I have read and understood the above statement.**

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.

☐ **Yes** ☐ **No** **I have read and understood the above statement.**

_____
Printed Name of Individual Applicant

_____
Signature of Individual Applicant

County of_____)

State of _____)

Signed and sworn to before me this _____ day of _____ , _____ .
(Month) (Year)

Signature – Notary Public_____ (Notarial Seal)

My Commission Expires:_____