

Designated Qualifying Representative (DQR) Change Form Instructions

**NOTE: If DQR change is to become effective January 1st,
contact the Licensure Division at 1-800-304-0853 for instructions.**

Per your request, please find the enclosed Designated Qualifying Representative Change (DQR) form. Please complete this form (2 pages) and include:

1. If **corporation**, a current listing of officers from your minutes or a signed officer listing on company letterhead.
If a **limited liability company (LLC)**, company minutes showing that the new DQR is a member (if a member-run LLC) or a manager (if a manager-run LLC).
If a **partnership**, a current signed listing of partners.
2. Your current original Home Builders licensure certificate and card so that we may void and reprint license with the new DQR's name.
3. Copy of the new DQR's passing test score for the Alabama Home Builders exam OR a copy of the new DQR's existing home builders license.
4. Proof of citizenship for the new DQR.

Mailed completed, signed, and notarized Designated Qualifying Representative Change form along with the above requested documents to:

Home Builders Licensure Board, P.O. Box 303605, Montgomery, AL
36130-3605 or 445 Herron Street, Montgomery, AL 36104 (for overnight delivery).

Contact our office if you have questions at 1-800-304-0853.

DESIGNATED QUALIFYING REPRESENTATIVE CHANGE FORM

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

You **MUST** attach a current listing of officers from your minutes or a signed officer listing on company letterhead (for corporations), company minutes showing that the new DQR is a member (if a member-managed LLC) or a manager (if a manager-managed LLC) or a current signed listing of partners (for Partnership).

You **MUST** return your current original Home Builders License Certificate and Card with this form.

You must submit the original form. No copies will be accepted.

SECTION 1: LICENSEE INFORMATION

File No.: _____ License No.: _____

Please designate appropriate business form: Corporation Partnership Limited Partnership LLC

Business Name _____

SECTION 2: NEW DESIGNATED QUALIFYING REPRESENTATIVE INFORMATION

Name of **NEW** Designated Qualifying Representative _____
(Must be an Officer, General Partner, Member or Manager)

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

Address _____ Years with Firm _____

Does the individual listed above currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? Yes No

If Yes, list name _____ and file number _____

You must provide the following information for other partners, officers or members.

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
 Address _____ Years with Firm _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
 Address _____ Years with Firm _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
 Address _____ Years with Firm _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
 Address _____ Years with Firm _____

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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

• • • • • **REQUIRED** • • • • •
BOTH SECTIONS 4 AND 5 MUST BE SIGNED AND NOTARIZED.

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 statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; 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 or Member)

Signature of Designated Qualifying Representative {DQR} (Must be a General Partner, Officer or Member)

Its: _____
(Position Held)

County of _____)

State of _____)

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

(Notarial Seal)

Signature – Notary Public _____

My Commission Expires: _____

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; 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.

By: _____
Printed Name of Authorized General Partner, Officer, or Member

By: _____
Signature of Authorized General Partner, Officer, or Member

Its: _____
(Position Held)

County of _____)

State of _____)

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

(Notarial Seal)

Signature – Notary Public _____

My Commission Expires: _____

BOTH SECTIONS 4 AND 5 MUST BE SIGNED AND NOTARIZED.