



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

NEW LIMITED LICENSE APPLICATION (INDIVIDUAL)

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: APPLICANT INFORMATION

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.)

Mailing Address

City County State Zip

Business Phone ( ) Cellular Phone ( )

Fax ( ) E-mail Address

Physical Street Address

City County State Zip

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



If you plan to conduct business as a corporation, partnership or limited liability company (LLC), DO NOT COMPLETE THIS FORM. You must contact the licensure division for the appropriate forms.

Blank lines for business names/trade names

## SECTION 2: APPLICANT BACKGROUND AND BUSINESS HISTORY

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.
- 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 against 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 Alabama business or occupational contractor’s license issued to you by a municipality, township, or county in this state.*

*If you do not hold the required business license, please contact the Licensure Division regarding alternate methods of satisfying the Experience and Ability requirement.*

## 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 required under Ala. Code §34-14A-7(a)(4).

## 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 (front and back, as applicable) of any ONE of the documents listed here.

If "NO", see Question 2 below.

- 1) Driver's License or Nondriver Identification Card
- 2) Birth Certificate indicating birth in the United States
- 3) Valid or expired United States Passport
- 4) United States 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, Tribal Treaty Card or Tribal Enrollment Number
- 7) Consular report of birth abroad of a citizen of the United State 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; make 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 Citizen-Applicant

\_\_\_\_\_  
Signature of Citizen-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 (front and back, as applicable) of a valid, unexpired Alabama Driver's License or Alabama Nondriver Identification Card AND a legible copy (front and back, as applicable) of ONE of the documents listed below:

- 1) United States Citizenship and Immigration Services (CIS) Card (Resident Alien Card), Document and Number
- 2) Student and Exchange Visitor Information System (SEVIS) Identification, Document and Number (Form I-20 or Form DS-2019)
- 3) Certificate of Naturalization, Document and Number
- 4) Passport from Country-of-Origin, Document and Number
- 5) Arrival and Departure Record (Form I-94), Document and Number
- 6) VISA, Document and Number

***I hereby declare that I am an alien lawfully present in the United States of America.***

**I sign this declaration under penalties of perjury; make 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 Alien Lawfully Present-Applicant

\_\_\_\_\_  
Signature of Alien Lawfully Present-Applicant

**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)

(Notarial Seal)

Signature - Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_