



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

INACTIVE UNLIMITED LICENSE APPLICATION (INDIVIDUAL AND BUILDING OFFICIAL)

OFFICE USE ONLY
(Date Stamp)
Check No.
Amount Paid
(No Fee Charged to Building Officials)

INSTRUCTIONS: Please type or print in ink all information. Copies or facsimile transmissions will not be accepted. ALL QUESTIONS MUST BE ANSWERED COMPLETELY. The annual inactive license fee is \$125.00. Make check, cashier's check, certified check, or money order 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. Building Officials are exempt from paying the fee.

NOTICE: 1) Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. 2) Your inactive license application must be filed prior to the date your current license expires. 3) Inactive licenses must be renewed annually.
[] Yes [] No I have read and understood the above statements.

SECTION 1: APPLICANT INFORMATION

Full Name
License/File Number Social Security Number
Mailing Address
City County State Zip
Business Phone Cellular Phone
Fax E-mail Address
[] Check if above information is the same for Physical Address.

Physical Street Address
City County State Zip

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:

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 EMPLOYEMENT 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.L.C. certifications:
[] Certified/Chief Building Official [] Residential Building Inspector [] Building Plans Examiner
[] Building Inspector [] Property Maintenance and Housing Inspector [] Design Professional
[] Deputy Building Official [] Housing Inspector [] Plan Reviewer

[] 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 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 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 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 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: _____