STATE OF ALABAMA
BOARD OF HEATING & AIR CONDITIONING CONTRACTORS
100 N. Union St., Suite 630
Montgomery, AL 36130
(334) 242-5550
Toll Free: (866) 855-1912
Fax: (334) 353-7050
www.hvacboard.state.al.us

Bob Riley
GOVERNOR

Kathy S. LeCroix
EXECUTIVE DIRECTOR

CONTRACTORS LICENSE APPLICATION

RECIPROCITY INFORMATION

The State of Alabama has entered into reciprocal agreements with the following states:

Louisiana – Licensing Board for Contractors

Mississippi – Board of Contractors

Tennessee – Board for Licensing General Contractors

This agreement only pertains to examinations and does not minimize the ability of the State of Alabama to investigate the applicant in any way. The contractor must make application to the Alabama Board of Heating and Air Conditioning Contractors and meet all other requirements of the board before a HVAC Contractor Certification Number will be issued.

In order for the Alabama Board to consider reciprocity for a contractor, the following requirements must be met.

1. A contractor must **complete and submit an application along with all financial requirements** and **must hold a current license for the past 3 consecutive years within one of the states named above**. The contractor must **be free of any disciplinary actions** taken against him/her during the 3-year consecutive period of licensure.

2. The applicant must **show proof of licensure in a reciprocal state by providing the completed verification form (attached).** The Alabama Board of Heating and Air Conditioning Contractors retains the authority to require the applicant to provide all necessary information to show cause for the issuance of a contractor's license in the state.

3. The applicant must **complete the Affidavit of Understanding (attached).**

NOTE: Applicant must complete Part I of the attached verification form and mail to one of the above named states. This reciprocity agreement does not apply to any states or agencies not listed above.

Affidavit of Understanding

I, _____, state on oath and affirm:
(Name)

1. I am _____ of _____.
   (Position) *(Name of Company)*
   I am currently a licensed contractor under the laws of _____.
   (State)
   I have been a licensed contractor for _____ years.
   (Number of Years)

2. I am seeking to be licensed as a heating and air conditioning contractor in the State of Alabama under its reciprocal agreement with _____. I certify that I meet all requirement of the reciprocal agreement.
   (State)

3. Although I am not required to pass the Written Examination before becoming licensed in Alabama, I recognize that I am not exempted from the laws of the State. By executing this affidavit, I agree to comply with all laws, rules, and regulations of the State of Alabama Board of Heating and Air Conditioning Contractors.

State of _____

County of _____

Sworn before me this _____ day

of _____, 20___

_____
Notary Public
Commission expires _____

_____
Signature of Affidavit