2024 SUBCONTRACTORS LICENSE RENEWAL

BE ADVISED:

Renewals received more than 45 days prior to the expiration of the current license may be returned.

MONEY ORDERS OR CASHIER'S CHECKS ONLY PERSONAL and COMPANY CHECKS WILL BE RETURNED

All renewal packages received without correct funds will be returned

- This office should be notified immediately of any change of mailing address or any other pertinent information.
- All written correspondence from this office will be mailed to the last known mailing address on file.
- We are not responsible for lost or undeliverable mail.
- If you fail to renew your license within a year of your expiration date you may be <u>required</u> to submit a new application.

RENEWAL OF YOUR SUBCONTRACTORS LICENSE DOES NOT EXEMPT YOU OR YOUR COMPANY FROM ANY OTHER LAWS, BOARDS OR COMMISSIONS.

2024 SUBCONTRACTORS LICENSE RENEWAL CHECKLIST

PLEASE PROVIDE THE FOLLOWING:

<u>Current</u> Print Screen from the Alabama Secretary of State's Office All information must be clearly visible.

(https://sos.alabama.gov/government-records/business-entity-records).

** for Corporations, LP, LLP and LLC entities only. (Not applicable to individuals and general partnerships)**

Alabama Certification Card(s) – Please submit a copy of the <u>certification card</u>, not a printout of an online lookup, if applicable from the appropriate <u>Alabama State Board</u>:

i.e. E: Electrical – an electrical card; M: Mechanical – must have a plumbers and heating and air card.

The following is a sample listing of certificates needed:

Heating, Air Conditioning, & Refrigeration; Plumbers & Gasfitters; Electrical; Onsite Wastewater; Dept. of Agriculture; Dept. of Environmental Management; Dept. of Labor; Dept. of Insurance Fire Marshal's Office.

*Plumber's Card must be a Master Plumber. Electrical cards must be an Electrical Contractor or Master Electrician. ****No Local cards/certificates accepted***

Renewal Form (attached) - Type or clearly print company information.

(A) Please list your company's <u>current</u> information including your license number and contact information.

(B) Be sure to answer all questions and follow the instructions listed within the renewal packet.

Citizenship – Alabama law requires citizenship verification. Please mark the appropriate designation, sign, and submit an acceptable item as proof of citizenship (acceptable items are listed on page 3).

(C) Place an "X" in the blank provided for the Education Program you wish to support. **No additional fees required**

(D) Print Name, check your Company's Status, Date, Sign and Notarize. <u>All information, including</u> <u>commission expiration dates **MUST** be legible</u>. - **Original Signatures ONLY**

(E) Complete the supplemental information requested on page 6 of the renewal packet concerning the type, style, and ownership of the entity. Date and state of formation/organization must match the information listed with the Alabama Secretary of State.

Renewal Fee – Please submit a \$100 money order or cashier's check. This fee is **<u>non-refundable</u>** and <u>**non-**</u> **<u>transferable</u>**.

Payable to the Alabama Licensing Board for General Contractors

Please review this checklist, complete all required forms and submit prior to your expiration date.

Submission of an incomplete renewal form or incorrect payment will delay the renewal of your license

RENEWAL INFORMATION SUBMITTED NINETY DAYS AFTER YOUR EXPIRATION DATE WILL BE ASSESSED A LATE PENALTY

If you have any questions, please call the Board's office at 334-272-5030.

<u>SUGGESTION:</u> FOR IMMEDIATE CONFIRMATION OF DELIVERY OF YOUR RENEWAL PACKAGE, PLEASE REQUEST A SIGNATURE UPON RECEIPT.

PROOF OF CITIZENSHIP

Code of Alabama 1975, Section 31-13-29(g)

- From Act 2012-491
- A driver's license or nondriver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.
- 2) A birth certificate indicating birth in the United States or one of its territories.
- 3) Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
- 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) A consular report of birth abroad of a citizen of the United States of America.
- 8) A certificate of citizenship issued by the United States Citizenship and Immigration Services.
- 9) A certification of report of birth issued by the United States Department of State.
- 10) An 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) An 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) A valid Uniformed Services Privileges and Identification Card.
- 16) Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, 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.

PROOF LAWFUL PRESENCE OF NON-CITIZEN Code of Alabama 1975, Section 31-13-3(10)

- a) A valid, unexpired Alabama driver's license.
- b) A valid, unexpired Alabama nondriver identification card.
- c) A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
- d) 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.
- e) A 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.
- f) A 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.



2024 SUBCONTRACTORS RENEWAL FORM

ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS 445 DEXTER AVE, SUITE 3060, MONTGOMERY, AL 36104 (mailing & overnight) PH (334) 272-5030 FAX (334) 395-5336 WEB: <u>www.genconbd.alabama.gov</u>

\$100 MONEY ORDER OR CASHIER'S CHECK <u>ONLY</u>. THIS FEE IS <u>NON-REFUNDABLE</u> AND <u>NON-TRANSFERABLE</u>.

PERSONAL & COMPANY CHECKS <u>WILL BE</u> RETURNED

All renewal packages received without the correct funds will be returned.

COMPANY NAME	LICI	LICENSE NO		
FICTITIOUS NAME (per the Alabama Secretary of	State)			
MAILING ADDRESS				
CITY	STATE	ZIP_		
TELEPHONE ()	FAX ()			
CONTACT NAME	CONTACT NUMBER			
E-MAIL:				

(B)

 (Λ)

1. Have any changes occurred in the style, name, ownership, composition or nature of your business? (if "yes" attach explanation) yes: _____ no: ____

CHANGES MAY REQUIRE SUBMISSION OF A NEW APPLICATION *****CONTACT THE BOARD'S OFFICE*****

- 2. Has an individual, manager, officer, or member of the executive staff of your organization been convicted or pled guilty to any bid rigging related charge, not previously reported to this board? yes:_____ no: _____
- 3. Is the licensee certified as a Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), or a Disadvantaged Business Enterprise (DBE) yes: _____ no: _____

For Offi	ce Use Only
Check Number:	
Entered By:	
Date:	

	Are you a US Citizen?	yes: no:	If " <u>ves</u> " please read the declaration	below and sign.
			If " <u>no</u> ", see the question below.	
Р	<u>I sign this declaration</u> representation in this a I hereby declare that all	<u>under penalties of per</u> leclaration is perjury i l information submitted Alal	n a citizen of the United States of America jury; making a false, fictitious, or frauduler in the second degree pursuant to Ala. Code d is complete, true and correct in accordance bama 1975 § 34-8-1 et seq. , item listed on page 3 of the renewal	nt statement or § 13A-10-102. ce with the Code of
_	Printed Name		Signature	Date
			licant is an individual, by the duly authorized off LLC or by a general partner if a partnership.	icer if a corporation,
			<u>OR</u>	
]	representation in th	is declaration is perju	<u>perjury</u> ; making a false, fictitious or fraudu. ry in the second degree pursuant to Ala. Co 1, item listed on page 3 of the renewa	ode § 13A-10-102.
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INFORMATION SUBMITTED NINETY DAYS AFTER EXPIRATION REQUIRES A PENALTY FEE

ENTITY INFORMATION

SOLE PROPRIETOR

Legal Name of Owner

100 %

		CORPOR	ATION**		
Date Incorporate	ed/	/			
State Incorporate	ed				
	Officer Name	*Percentage (Dwned	Address	
President					
V-President					
Secretary					
Treasury					
	Stockholders	% Owned		Stockholders	% Owned
2					
		*Mus	t Equal 100%		
		PARTNERSH	IP/LLC**/LLP		
Date Organized/ State Organized/		/	intity Type (Check One):	General Partnership LLC**	Limited Partnership LLP

	Partner / Member	% Owned		Partner / Member	% Owned
1			3.		
2.			4.		

PARENT***, SUBSIDIARY AND AFFILIATED COMPANIES		
NAME AND ADDRESS	EXPLAIN DETAILS OF YOUR AFFILIATION	

**Fill out above section (corporation / LLC) as it applies to your legal entity type. An entity's tax status is not applicable.

***If the applicant is owned by a parent company, the parent company must be listed as a stockholder/member in the appropriate section above.