

# 2024 PRIME CONTRACTORS 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 required to:
  - Submit a new application
  - Take the TRADE EXAMINATION(S)
  - Take the BUSINESS AND LAW EXAMINATION

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

# 2024 PRIME LICENSE RENEWAL CHECKLIST

## PLEASE PROVIDE THE FOLLOWING:

- Current 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)\*\*

- Proof of Current Liability Insurance** – certificate holder must be listed as:

**Alabama License Board for General Contractors, 445 Dexter Ave, Suite 3060, Montgomery, AL 36104.**

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

*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\*\*\****

- Submit Current Financial Statement** - **The Board considers "current financial information" as being no more than one year old at the time of submission.** The Board will accept an **audited, reviewed, or compiled** financial statement, completed in accordance with **US GAAP**, prepared by a Certified Public Accountant or a Licensed Public Accountant approved by the Board. The Alabama Department of Transportation Booklet is also acceptable. **Confidential Financial Statement Booklets or pages thereof used by this office in prior years and cash or tax based financial statements are not acceptable. Deficits are not acceptable.**

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

**(A)** Please list your company's current information including your license number and contact information.

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

**(C)** Attach current financial statement. The Board will accept an **audited, reviewed, or compiled** financial statement, completed in accordance with **US GAAP**, prepared by a Certified Public Accountant or a Licensed Public Accountant approved by the Board. The Alabama Department of Transportation Booklet is also acceptable. **Confidential Financial Statement Booklets or pages thereof used by this office in prior years and cash or tax based financial statements are not acceptable. Deficits are not acceptable.**

**(D)** 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 4).

(E) Place an “X” in the blank provided for the Education Program you wish to support.

**\*\*No additional fee required\*\***

(F) Print Name, check your Company’s Status, Date, Sign and Notarize. All information, including commission expiration dates MUST be legible. – **Original Signatures ONLY**

(G) Complete the supplemental information requested on the page 6 of the renewal 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 \$200 money order or cashier’s check. This fee is **non-refundable** and **non-transferable**.  
**\*\*Payable to the Alabama Licensing Board for General Contractors\*\***

**Note:** If you are requesting an extension or inactive status, you must submit your renewal form along with the renewal fee and a written request on company letterhead prior to the expiration of your license.

**\*\*Submission of an incomplete renewal form or incorrect payment will delay the renewal of your license as well as the issuance of an extension and/or inactive status\*\***

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

**SUGGESTION: 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

- 1) 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 PRIME 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: [www.genconbd.alabama.gov](http://www.genconbd.alabama.gov)

**\$200 MONEY ORDER OR CASHIER'S CHECK ONLY.**

**PERSONAL & COMPANY CHECKS WILL BE RETURNED**

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

(A) COMPANY NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

FICTITIOUS NAME (per the Alabama Secretary of State) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

E-MAIL: \_\_\_\_\_

(B) 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. Has your test qualifier changed? yes: \_\_\_\_\_ no: \_\_\_\_\_  
**\*\*\*\*\*IF THE ANSWER TO QUESTION 3 IS YES, CONTACT THE BOARD'S OFFICE\*\*\*\*\***

4. Is the licensee certified as a Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), or a Disadvantaged Business Enterprise (DBE)? yes: \_\_\_\_\_ no: \_\_\_\_\_

(C) **Financial Information**

(Appropriate Financial Statement Must be Attached)

The Board will accept an **audited, reviewed, or compiled** financial statement, completed in accordance with **US GAAP**, prepared by a Certified Public Accountant or a Licensed Public Accountant approved by the Board.

The Alabama Department of Transportation Booklet is also acceptable. **Confidential Financial Statement Booklets or pages thereof used by this office in prior years and cash or tax based financial statements are not acceptable. Deficits are not acceptable.**

**Requirements for Bid Limits:** All renewal applicants must have a minimum net worth and working capital of ten thousand dollars (\$10,000.00). A line of credit from a state or federal charter bank or savings association may be used to increase working capital to the same level of the applicant's net worth if the applicant's working capital meets the \$10,000 minimum requirement. Personal financial statements or parent company financial statements may be used to increase an applicant's bid limit by one step.

When using a parent company financial, no company listed within the financial statement can hold a license with this Board. A License Bond may be used if the company's financials do not meet the minimum requirements. Please contact the Board's office prior to submission of a bond for filing procedures.

**RENEWAL APPLICANTS NOT MEETING THE MINIMUM \$10,000.00 REQUIREMENT FOR NET WORTH AND WORKING CAPITAL WILL BE REJECTED.**

<b>For Office Use Only</b>
Check Number: _____
Entered By: _____
Date: _____

(D)

**CITIZENSHIP VERIFICATION**

Are you a US Citizen?    yes: \_\_\_\_\_ no: \_\_\_\_\_    If “yes” please read the declaration below and sign.

If “no”, see the question below.

*I hereby declare that I am a citizen of the United States of America and, 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. I hereby declare that all information submitted is complete, true and correct in accordance with the Code of Alabama 1975 § 34-8-1 et seq.*

Provide proof by submitting one, **unexpired**, item listed on page 4 of this packet.

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Declaration must be signed by the individual if the applicant is an individual, by the duly authorized officer if a corporation, by an authorized member if a LLC or by a general partner if a partnership.</i>		

**OR**

If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America? yes: \_\_\_\_\_ no: \_\_\_\_\_    If “yes”, please read the declaration below and sign.

*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.*

Provide proof by submitting one, **unexpired**, item listed on page 4 of this packet.

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Declaration must be signed by the individual if the applicant is an individual, by the duly authorized officer if a corporation, by an authorized member if an LLC or by a general partner if a partnership.</i>		

(E) Subsection 34-8-28 Of The Title 34, Code Of Alabama, 1975 Provides For A Portion Of Your Renewal Fee To Be Distributed By This Board To Institutions Of Higher Education. Please Indicate The Education Program You Wish To Support With Your Renewal Fee:

Building Science: \_\_\_\_\_ Civil Engineering: \_\_\_\_\_

**NO ADDITIONAL FEE REQUIRED**

(F) The Undersigned hereby represent(s) that the foregoing statements and answers to interrogatories are true to the best of their knowledge, information and belief. The Undersigned also understands the financial information submitted determines the bid limit for the renewal license.

**\*\*Original Signatures are Required\*\***

Printed Name of Signee: \_\_\_\_\_ FEIN# or SS#: \_\_\_\_\_  
Printed Name and FEIN or Social Security Number

Signature: \_\_\_\_\_ DATE \_\_\_\_\_  
CHECK COMPANY STATUS AND SIGN     SOLE PROPRIETOR     PARTNER     LL MEMBER     OFFICER OF CORPORATION

State of \_\_\_\_\_ City of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me, the undersigned Notary Public, in and for the State and City and County aforesaid this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ My commission expires \_\_\_\_\_

Notary Public (signature): \_\_\_\_\_

NOTARY SEAL

### ENTITY INFORMATION

<b>SOLE PROPRIETOR</b>	
Legal Name of Owner _____	<b>100 %</b>

<b>CORPORATION**</b>			
<b>Date</b> Incorporated _____ / _____ / _____			
<b>State</b> Incorporated _____			
	Officer Name	*Percentage Owned	Address
President			
V-President			
Secretary			
Treasury			
Stockholders		% Owned	
1.	_____	3.	_____
2.	_____	4.	_____
<b>*Must Equal 100%</b>			

<b>PARTNERSHIP/LLC**/LLP</b>			
<b>Date</b> Organized/Formed _____ / _____ / _____		<b>Entity Type (Check One):</b> <input type="checkbox"/> <b>General Partnership</b> <input type="checkbox"/> <b>Limited Partnership</b>	
<b>State</b> Organized/Formed _____		<input type="checkbox"/> <b>LLC**</b> <input type="checkbox"/> <b>LLP</b>	
Partner / Member		% Owned	
1.	_____	3.	_____
2.	_____	4.	_____
<b>*Must Equal 100%</b>			

<b>PARENT***, SUBSIDIARY AND AFFILIATED COMPANIES</b>	
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.**