



ALABAMA RECIPROCITY APPLICATION

In order to reciprocate with Ohio for the applicable trade, the applicant must currently hold an Alabama License, and previously tested with Alabama to obtain their license(s). Applicants who obtained the Alabama license via Grandfathering or Reciprocity must apply to take the Ohio exam, and are required to take Ohio Business and Law exam. Each trade requires one application and one fee per trade.

Type of License Applying For: HVAC RE EL

Full Name: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Date of Birth: ____/____/____ Cell Phone: (____)____-____ Work Phone: (____)____-____

AL Electric License Number: _____ HV: _____ RE: _____

Are you a Citizen of the United States?

A lawful permanent resident? (Alien Registration Number/USCIS Number) _____

An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) ____/____/____

Have you been convicted of a felony? Yes No

Required Documents:

Certificate of Liability Insurance Form, including without limit, complete operations coverage in the amount of at least \$500,000, certificate Holder must reflect: Ohio Construction Licensing Board, 6606 Tussing Road, Reynoldsburg, OH, 43068.

Verification of Current Reciprocating State License

In accordance with Section 4740.01 of the Ohio Revised Code (ORC), an individual is required to assign their license to a Contracting Company.

Company Name: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone: (____)____-____

Job Title: Owner Partner Employee

Application Fee(s): \$25.00 non-refundable fee per trade.

Payable To: Treasure State of Ohio

Mail To:

Ohio Construction Licensing Board
6606 Tussing Road, P.O. Box 4009 Reynoldsburg, OH 43068-9099

Check #: _____

Date: _____

CC _____

EXP Date ____/____/____

CVV _____

Email To:

OCILB@COM.OHIO.GOV

Signature: _____

Date: ____/____/____



RECIPROCITY VERIFICATION OF LICENSURE

Please contact State of Alabama Heating, Air Conditioning & Refrigeration Contractors Board at:

**100 N Union Street, Ste 986
Montgomery, AL 36104**

Email to: staff@hacr.alabama.gov

<https://hacr.alabama.gov/>

Request and submit a completed and signed Certification Request Form and submit along with the application above.