

**REQUEST FOR RECIPROCATION FORM**  
**INSTRUCTIONS FOR SUBMISSION**

**(Please read all instructions carefully in order to process your request in a timely manner.)**

In order to have your request for reciprocity, you **must** do the following:

- Have met the requirements outlined in Alabama Administrative Code r 720-x-4-.05 (text of rule below)
- Submit the attached “Request for Reciprocity – Alabama Liquefied Petroleum Gas Board”
- Submit the attached “Declaration of U.S. Citizenship or Lawful Presence of an Alien” along with one of the requested documents from the second page of this form
- Submit license verification from the Alabama Liquefied Petroleum Gas Board that includes the following information:
  - Name
  - Last 4 digits of your SSN
  - License Type
  - License Status
  - License Issue Date
  - Any disciplinary actions against you
- Submit all of the items along with payment for the \$50 initial application fee and the \$175 initial master certification fee.
- Optional: If you are planning to own or operate a natural gas fitting business, this business is required to be registered with the Plumbers & Gas Fitters Board. You will need to also complete the “Business Registration Form” that is included at the back of this packet and submit it along with payment for the \$25 new company registration fee.

Note: Failure to complete any of these required steps may result in your request not being considered or consideration being delayed.

**720-X-4-.05 - Reciprocity with Alabama Liquefied Petroleum Gas Board.**

(1) An individual who holds a current Employee Competency Card with a Service Technician (Residential & Commercial) endorsement from the Alabama Liquefied Petroleum Gas Board (“LP Board”) may apply for reciprocity from the Board and receive certification as a Master Gas Fitter under the following conditions:

- (a) Applicant must provide proof of U.S. citizenship or, if applicant is an alien, proof of lawful presence;
- (b) Applicant must provide verification from the LP Board that he or she possesses a current and valid Employment Endorsement Card with a Service Technician (Service & Residential) endorsement;
- (c) Applicant must provide verification from the LP Board that he or she has possessed and exercised with field application the Employee Endorsement Card for a minimum of three (3) years since acquisition;
- (d) Applicant must provide verification from the LP Board that he or she is in good standing and has no pending disciplinary actions.

(2) Upon verification of the application and its contents, administrative approval will be granted and a Master Gas Fitter certificate will be issued to the applicant upon payment of all prescribed fees.

(3) Any reciprocity application where a negative disciplinary history from the LP Board has been found will be subject to the director’s review and approval.

Author: James M. Morgan

Statutory Authority: Code of Ala. 1975, §34-37-2

History: New Rule: Filed August 12, 2022; effective October 15, 2022.



**Kay Ivey**  
Governor

STATE OF ALABAMA  
PLUMBERS & GAS FITTERS  
EXAMINING BOARD

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PHONE (205)945-4857  
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**James M. Morgan**  
Executive Director

## **IMPORTANT 2023 RENEWAL SEASON INFORMATION:**

**Submitting a new certification or registration application & fee prior to December 1, 2022, will result in being issued a 2022 certification. The Board is required to continue issuing 2022 new certifications or registrations until that time. If you are issued a 2022 certification or registration, you will still need to renew prior to January 1 to receive your 2023 certification or registration.**

**If you wish to submit your annual renewal fee along with your initial certification or registration fee(s), you can be issued a 2023 certification or registration so that you will not need to renew before the end of the year.**

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**Request for Reciprocation**  
**Alabama Liquefied Petroleum Gas Board**

NOTE: Please print or type and provide all requested information. A home address MUST be provided even if you receive your mail at a different address. **Attach or enclose the required \$50.00 initial application processing fee and the \$175.00 initial master certificate fee along with the “Declaration of U.S. Citizenship or Lawful Presence of an Alien” and required letter from the Alabama Liquefied Petroleum Gas Board.**

I am applying for certification as a: \_\_\_\_\_ Master Gas Fitter

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*\*If you have more than one employer, please fill out & attach additional update form(s). Note: You can only be principal master for one company per each master certification you hold. If you are registering as a principal master for a company, a “Business Registration Form” will need to be completed to update the principal master on record for the business. If you are registering a new company with the Board, you must submit a “Business Registration Form” in order to properly register your company with the Board. \*\***

Employer: \_\_\_\_\_

Employer’s Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer’s Phone: \_\_\_\_\_ Employer’s E-mail: \_\_\_\_\_

**By my signature below, I indicate that I have read all the laws and rules governing the Alabama Plumbers and Gas Fitters Examining Board and understand that failure to comply with the law and rules may result in disciplinary action, up to and including suspension and/or revocation of my certification.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Declaration of U.S. Citizenship or Lawful Presence of an Alien**

With certain exceptions, *Code of Alabama § 31-13-7* prohibits aliens unlawfully present in the United States from receiving state or local benefits. Every U.S. citizen applying for a state or local public benefit must sign a Declaration of Citizenship, and the lawful presence of an alien in the U.S. must be verified by the Federal Government pursuant to 8 U.S.C. §§ 1373©, 1621, and 1625.

*Code of Alabama § 31-13-7(i) The verification that an alien seeking state or local public benefits is an alien lawfully present in the United States shall be made through the Systematic Alien Verification for Entitlements (SAVE) program, operated by the United States Department of Homeland Security. If for any reason the verification of an alien's lawful presence through the SAVE program is delayed or inconclusive, the alien shall be eligible for state or local public benefits in the interim period if the alien signs an declaration that he or she is an alien lawfully present in the United States. The penalties under subsection (h) shall apply to any false, fictitious, or fraudulent statement or representation made in a declaration.*

**Section I – Applicant Information**

Name (Print or type) \_\_\_\_\_  
(Last) (First) (M.I.)

Social Security Number: XXX-XX-\_\_\_\_\_

**Section II – U.S. Citizenship or National Status**

Are you a citizen or national of the United States? (Check one)  Yes  No

If you checked **YES**, skip Section III, complete Section IV, **and** provide one of the documents listed on the reverse side as evidence of United States citizenship.

If you check **NO**, complete Section III.

**Section III – ALIEN Status**

If not a citizen or nation of the United States, are you lawfully present in the United States?  Yes  No

**Section IV – Declaration**

I declare under penalty of perjury under the laws of the State of Alabama that the answers I have provided are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name Signature Date

## **PROOF OF CITIZENSHIP**

*Code of Alabama 1975, Section 31-1329(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 of 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-verity.
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 OF LAWFUL PRESENCE OF NON-CITIZEN**

*Code of Alabama 1975, Section 31-13-(10) [LawDesk]*

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama nondriver's identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. 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.
6. 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.

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**BUSINESS REGISTRATION FORM**

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NOTE: Please print or type and provide all requested information. An office address MUST be provided even if you receive your mail at a different address.

**This is a: (select one)**

**New company registration (Fee of \$25.00 required)**

**Business Information Update (No fee required)**

**Annual Renewal (Fee of \$25.00 required + late renewal fee of \$25.00 if after Dec. 31)**

Company Name: \_\_\_\_\_

D/B/A (If Applicable): \_\_\_\_\_

Office Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Is this a business name update?:**  **Yes**  **No**

**If yes, previously registered business name:** \_\_\_\_\_

**The following information is required in compliance with Ala. Code §34-37-6(b):**

Business Owner Name: \_\_\_\_\_

**By my signature below, I certify that I understand any change in business information must be submitted to the Board within thirty (30) days of the change, in compliance with Ala. Code §34-37-14. I also understand that business information must be submitted and verified annually between October 1 and December 31, in compliance with Ala. Administrative Code r. 720-x-17-.01.**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONTINUE TO PAGE 2 FOR REQUIRED PRINCIPAL MASTER INFORMATION**

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**BUSINESS REGISTRATION FORM**

**Page 2 of 3**

**Principal Master Plumber Information:**

Principal Master Plumber: \_\_\_\_\_ Certification #: \_\_\_\_\_

Are you currently listed as Principal Master Plumber for another company: \_\_\_\_ Yes \_\_\_\_ No

If yes, name of company: \_\_\_\_\_

If you were listed as a principal master plumber for another company, are you still an employee of that company?: \_\_\_\_ Yes \_\_\_\_ No

**By my signature below, I certify that I am subject to all requirements as outlined in Alabama Administrative Code r. 720-x-12-.02 to be registered as Principal Master Plumber for this company.**

Principal Master Plumber Signature: \_\_\_\_\_

**Principal Master Gas Fitter Information:**

Principal Master Gas Fitter: \_\_\_\_\_ Certification #: \_\_\_\_\_

If yes, name of company: \_\_\_\_\_

If you were listed as a principal master plumber for another company, are you still an employee of that company?: \_\_\_\_ Yes \_\_\_\_ No

Are you currently listed as Principal Master Gas Fitter for another company: \_\_\_\_ Yes \_\_\_\_ No

**By my signature below, I certify that I am subject to all requirements as outlined in Alabama Administrative Code r. 720-x-13-.02 to be registered as Principal Master Gas Fitter for this company.**

Principal Master Gas Fitter Signature: \_\_\_\_\_

**CONTINUE TO PAGE 3 TO COMPLETE REQUIRED LIST OF EMPLOYEES**

