



ALABAMA LIQUEFIED PETROLEUM GAS BOARD

P.O. Box 1742
Telephone (334) 241-8887
Fax (334) 240-3255
777 S. Lawrence St., Suite 100
Montgomery, AL 36102-1742

Permit Application Completion Tips

- Applicants should complete the application in its entirety. Sections that are not applicable, should be marked "N/A".
- It is very important for the individual signing the application to include their Social Security Number in the appropriate space. FEIN numbers are not acceptable based on *Code of Alabama*.
- Corporations and LLCs (domestic and foreign) are required to be registered with the Alabama Secretary of State. The LP-Gas Board staff will get this information from the SOS, but if an applicant is not already registered, this could take several weeks to accomplish.
- Corporations must submit a copy of their "Articles of Incorporation".
- LLC (Limited Liability Companies) must submit a copy of their "Articles of Formation".
- Submit a check in the amount of the application fee listed on the application.
- **Insurance Certificate** - must be on an "Accord" form or any form acceptable to the Alabama Department of Insurance. The vast majority of insurance companies use the "Accord" form.
- **Insurance Certificate** – The name of the "Insured" should appear on the certificate as it appears on the permit application.
- **Insurance Certificate** – "Description of Operations / Locations / Vehicles" box should include "Class ___ Permit" as a description of operations. The box should also include a specific location of the proposed operations if different from the address listed in the "Insured" box.
- **Insurance Certificate** – The "Certificate Holder" box should list the Alabama LP-Gas Board, PO Box 1742, Montgomery, AL 36102-1742.
- The enclosed "Declaration of U.S. Citizenship / Alien Lawful Presence" form must be properly completed and returned. Applicants should either complete Sections 1, 2, and 4 **or** Sections 1, 3, and 4.
- One form of identification from the list provided must be included with the "Declaration of U.S. Citizenship / Alien Lawful Presence" form.



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Alabama LP-Gas Board Permit Minimum Insurance Requirements

An applicant for any of the 10 permits shall provide the board with evidence of minimum insurance coverage by an insurance company or companies licensed to do business in the State of Alabama. Proof of insurance shall only be accepted on a form approved by the Alabama Department of Insurance. In the absence of proof of minimum insurance requirements, new permits shall not be issued, and existing permits shall be automatically cancelled. The permit may be reinstated if current proof of insurance is provided within 6 months of cancellation. After a permit has been cancelled for six months, a new permit shall be applied for in the manner previously set by the board. The minimum insurance requirements are as follows:

Commercial General Liability Insurance: (All 10 Permits)

\$1 million – Each Occurrence
\$1 million – Personal & Advertising Injury
\$1 million – General Aggregate
\$1 million – Products and Completed Operations Aggregate

Commercial Automobile Liability Insurance (A, B, B-1, E, & F-1 Permits)

\$ 1 million – Combined Single Limit

\$ 5 million – Combined Single Limit or in Combination with Umbrella Coverage
(Cargo Vehicles 3500 water gallon capacity or more)

- Class B permit holders who only sell LP-gas at wholesale and transport no gas in the state shall not be required to file a motor vehicle liability certificate of insurance with the board. *Code of Alabama 9-17-105(b)(2)*
- Any state, county, or any incorporated municipality or agency, or instrumentality thereof and any industrial user who makes application and possesses a Class C permit shall not be required to file with the board proof of liability insurance, provided that all of the servicing, repairing, adjusting, removing, and installing of LP-gas equipment, appliances, and systems is only being accomplished on their own LP-gas equipment, appliances and systems. *Code of Alabama 9-17-105(e)*



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ALABAMA LIQUEFIED PETROLEUM GAS BOARD 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(c), 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 a 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

Company Name on Permit _____

Name (Print or Type) _____
(Last) (First) (M.I.)

DATE OF BIRTH: ____ / ____ / _____

APPLYING FOR: Permit

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 checked **NO**, complete Section III.

Section III – ALIEN Status

If not a citizen or national 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 / Date Telephone Number

Signature @ Email Address

Is a copy of one of the required documents listed on the reverse side attached? Yes No

Code of Alabama §31-13-29(c)(1) Any person entering into a public records transaction or attempting to enter into a public records transaction with this state or a political subdivision of this state shall be required to demonstrate his or her United States citizenship, as provided in subsection (g), or his or her lawful presence in the United States, as provided in subdivision (10) of Section 31-13-3. An alien's lawful presence in the United States may be verified through the Systematic Alien Verification for Entitlements program operated by the Department of Homeland Security, or by other verification with the Department of Homeland Security pursuant to 8 U.S.C. § 1373(c).

Code of Alabama §31-13-29(g):

A person's United States citizenship may be demonstrated or confirmed by any one of, or a legible photocopy or a copy in a digital or other electronic format of one of, the following documents:

- (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.
- (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.