



Requirements for Louisiana Auction Business Licensing

Applicants must be at least 18 years of age, must be a citizen of the U.S. or legal resident, and must be of good moral character.

Applicants must read the LA Auctioneers Licensing Board's Statutes and Regulations located on www.lalb.org prior to completing and submitting an application. Applying indicates you have done so and that you understand and will comply with all laws and regulations.

Your application will be submitted through our online licensing portal with Certemy. The portal will take you step by step through the submission process. An application will consist of:

- Application
- Irrevocable Consent Form: signed and notarized (**out of state applicants only**)
- Proof of Citizenship: Sole proprietorship- A voter registration card, U.S. passport, or Birth Certificate. Legal Alien- a green card. Partnerships, LLCs, or Corporations -Articles of Incorporation.
- Out of state partnerships, LLC's, or Corporations must submit proof of registration with the Louisiana Secretary of State's Office.
- A Surety Bond in favor of the Louisiana Auctioneers Board in the amount of \$10,000. The bond must be issued in the business name. All bonds must run concurrent with the licensing period ending December 31st. Multi-year bonds are accepted. **Be sure to sign your bond.**
- Louisiana Department of Revenue registration to pay Louisiana sales tax OR complete the sales tax waiver on the application. The online confirmation page from the Louisiana Dept. of Revenue is sufficient to submit.
- Fee: check, money order, or credit card payable to the Louisiana Auctioneers Board for \$300. If the applicant was previously licensed in Louisiana and the license has been expired for more than 12 months, you must pay the additional \$100 license restoration fee.

All licensing applications are considered at regularly scheduled Board meetings. Applications are due 2 weeks before the Board meeting. Once your application is approved, you will receive a system generated email notifying you of your licensing information.

Need a license sooner? Please contact the office immediately.

All licenses run January 1st through December 31st. License fees are not pro-rated and are non-refundable.