



Requirements for Auctioneer Licensing

In order to be considered for an Auctioneer License, you must submit the following items. Please use this checklist to insure that you have complied with all requirements.

- _____ Application form (3 pages): completed, signed and notarized
- _____ Oath of office form: completed, signed and notarized
- _____ Irrevocable Consent Form: signed and notarized (out of state applicants only)
- _____ Notarized copy of your voter registration card OR U.S. passport to show citizenship
- _____ Auctioneer school certificate (approved schools only) or an apprentice completion form
- _____ Obtain and submit a Surety Bond in favor of the Louisiana Auctioneers Board in the Amount of \$10,000. The bond must be issued in your name, not a business name. All bonds must run concurrent with the licensing period ending December 31st. **The original must be submitted. Be sure to sign your bond.**
- _____ Submit proof from the Louisiana Department of Revenue that you are registered to pay Louisiana sales tax if you own your own auction business OR sign the sales tax waiver on the application.
- _____ Submit a passport size photograph taken within the past 6 months
- _____ Certified check or money order made payable to the Louisiana Auctioneers Board for \$300 or use the attached credit card processing form. If you were previously licensed in Louisiana and your license has been expired for more than 12 months, you must pay the additional \$100 license restoration fee.

Applicants will be contacted by the board office to schedule an Auctioneering test once we received your application. The test must be passed in order to be granted a license. The test will cover auction knowledge and the Louisiana Auctioneer Board Statutes and Regulations.

Louisiana has an Auction Business licensing requirement. If your auction business is entering Louisiana to hold auctions, you must also have an Auction Business license. If you will be working for a Louisiana based auction business, you are not required to have an Auction Business license.

All license applications are considered at regularly scheduled board meetings. Applications are due 2 weeks before the board meeting. Please visit our website to view board meeting dates. It is not necessary to be present at the board meeting. Upon approval, your licensing information will be mailed to you.

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

Application for Auctioneer License continued

BUSINESS AFFILIATIONS – Please list the names of all Auction businesses with which you are affiliated, and give information as to how you are affiliated with each. For example, are you an owner, officer, employed full time or part time? Or are you on contract with any auction business?

| Company Name | Address | Phone | How affiliated? |
|--------------|---------|-------|-----------------|
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SALES TAX WAIVER- sign here if you are a full time employee of an auction business or contract auctioneer only and are not responsible for collecting sales tax. If this changes in the future, you must contact the board.

REFERENCES - Please list three references who will attest to your reputation and adherence to ethical standards.

| Name of Reference | Address/Phone Number | Relationship |
|-------------------|----------------------|--------------|
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LOUISIANA AUCTION BUSINESS LICENSING REQUIREMENT: out of state applicants only

Is your auction business entering Louisiana to hold auctions? Yes No

If yes, you must obtain a separate Auction Business license. You are exempt from this *only* if you are a licensed auctioneer resident of Arkansas, South Carolina or Texas or if you will be working for a Louisiana based auction business as a contract employee.

If your employment situation changes in the future, it is your responsibility to comply with Louisiana Auction law and hold all necessary licenses.

Application for Auctioneer License continued

Please answer the following questions and submit any necessary explanations on a separate piece of paper.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Have you been denied an auctioneer or auction business license in this or any other state? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever had an auctioneer or auction business license suspended, revoked, or denied? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there any action pending against you in connection with an auctioneer or auction business license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been disciplined by the licensing authority in another jurisdiction? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you been convicted of, placed on deferred adjudication, or pled guilty for any misdemeanor or felony in this or any other state? (not including traffic violations) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a criminal charge now pending against you in this or any other state? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Did the military provide you auctioneer training and /or experience? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you a military spouse who is certified, registered or licensed in another state as an auctioneer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do we have your permission to conduct a criminal background check? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

AFFIDAVIT Louisiana Auctioneer

I, _____, swear and affirm that the information on this application is true and correct to the best of my knowledge.

Applicant's Signature: _____

Sworn to and subscribed before me this _____ day of _____, 20_____

NOTARY PUBLIC SIGNATURE/SEAL

OATH OF OFFICE

STATE OF: _____

PARISH OR COUNTY OF: _____

I, _____ do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of this State; and that I will faithfully and impartially discharge and perform all duties incumbent on me as a Louisiana Auctioneer according to the best of my ability and understanding. So help me God.

Signature of Applicant _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY
OF _____, 20_____.

NOTARY PUBLIC SIGNATURE/SEAL

**IRREVOCABLE CONSENT AND APPOINTMENT OF
AGENT FOR SERVICE OF PROCESS
(OUT OF STATE APPLICANTS ONLY)**

STATE OF: _____

COUNTY OF: _____

Before me, the undersigned Notary, personally came and appeared:

who, after being duly sworn, did depose and say that he is an applicant for a Louisiana Auctioneer's License and that he does by these presents irrevocably consent that any cause of action growing out of any transaction subject to Louisiana Revised Statutes 37:3101 et seq., and Revised Statute 5:3, may be commenced against the said applicant in the proper court of any parish of this state in which the cause of action may arise, or in which the plaintiff may reside, by a service of process upon the Louisiana Auctioneer's Licensing Board for the State of Louisiana as the licensee's agent. The applicant further stipulates and agrees that such service of process shall be taken and held in all courts to be valid and binding as if due service has been made upon the person according to the laws of this or any other state.

Signature of Applicant: _____

SUBSCRIBED AND SWORN TO BEFORE ME AT _____

This _____ day of _____, 20_____ .

NOTARY PUBLIC SIGNATURE/SEAL

CREDIT CARD PROCESSING REQUEST

VISA, MasterCard, Discover ONLY

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

BILLING ZIP CODE: _____

Fee: \$300; If you were previously licensed in Louisiana and the license has been expired for more than 12 months, you must pay the additional \$100 license restoration fee.

I understand the Treasurer of the State of Louisiana has approved a \$5.00 processing fee to be added to my fee each time a credit card is used.

SIGNATURE: _____