



Louisiana
Office of the Governor
Auctioneers Licensing Board

11736 Newcastle Avenue, Bldg. 2, Suite C
Baton Rouge, LA 70816

Telephone 225.295.8420 Fax 225.372.8584
Website: www.lalb.org Email: admin@lalb.org

Requirements for Louisiana Auctioneer Licensing

In order to be considered for an Auctioneer License, you must submit the following items. Please use this checklist to ensure that you have complied with all requirements. Mail this application and all attachments to the address above.

- _____ 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**)
- _____ Proof of Citizenship: *Notarized copy* of your voter registration card, U.S. passport, or Birth Certificate. Legal Alien- submit a certified copy of your green card.
- _____ Auctioneer school certificate photocopy (approved schools only) or apprentice 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. Multi-year bonds are accepted. **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 OR sign the sales tax waiver on the application. The online confirmation page is sufficient to submit.
- _____ Submit a passport size headshot taken within the past 6 months
- _____ Fee: check, money order, or credit card made payable to the Louisiana Auctioneers Board for \$300. 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 Auctioneer test (typically scheduled the week prior to the Board meeting). 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.

All licensing 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, part time, contract auctioneer, bid caller only.

Company Name	Address	Phone	How affiliated?

SALES TAX WAIVER- sign here if you are an 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.

Explain why you believe you qualify for this waiver:

- ☐ employee of Auction Business name: _____
- ☐ contract auctioneer for Business name: _____
- ☐ Other- explain: _____

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

Name of Reference	Address/Phone Number	Relationship

LOUISIANA AUCTION BUSINESS LICENSING REQUIREMENT: out of state applicants only

Is your auction business entering Louisiana to conduct 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 AND are a sole proprietor of the Auction Business.

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? ☐ Yes ☐ No

Have you ever had an auctioneer or auction business license suspended, revoked, or denied? ☐ Yes ☐ No

Is there any action pending against you in connection with an auctioneer or auction business license? ☐ Yes ☐ No

Have you ever been disciplined by the licensing authority in another jurisdiction? ☐ Yes ☐ 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) ☐ Yes ☐ No

Is there a criminal charge now pending against you in this or any other state? ☐ Yes ☐ No

If you answered yes to any of the above questions, you MUST submit a written explanation.

Did the military provide you *auctioneer* training and /or experience? ☐ Yes ☐ No

Are you a military spouse who is licensed in another state as an *auctioneer*? ☐ Yes ☐ No

Do we have your permission to conduct a criminal background check? ☐ Yes ☐ No

AFFIDAVIT **Louisiana Auctioneer** **TO BE SIGNED IN THE PRESENCE OF A NOTARY**

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
TO BE SIGNED IN THE PRESENCE OF A NOTARY

STATE OF: _____

PARISH OR COUNTY OF: _____
(Where You Are When You Sign This Form)

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
(OUT OF STATE APPLICANTS ONLY)
TO BE SIGNED IN THE PRESENCE OF A NOTARY

STATE OF: _____

COUNTY OF: _____

(Where you are when you sign this form)

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., 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



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: _____