



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

Requirements for Louisiana Auction Business Licensing

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

 _Application form (2 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, US passport, or Birth Certificate, if individually owned. A copy of the Articles of Incorporation, if the business is a partnership, LLC or corporation.
 Out of state partnerships, LLC's or Corporations must register with the Louisiana Secretary of State's Office. Submit proof of registration.
 _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 the name of the Business. All bonds must run concurrent with the licensing period ending December 31 st . 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. You may apply online and submit the confirmation page as proof.
 _Fees: check, money order, or credit card made payable to the Louisiana Auctioneers Board for \$300. If this business 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 business 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.



Louisiana Office of the Governor Auctioneers Licensing Board

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Application for a Louisiana <u>Auction Business</u> License

Applicants must read the LA Auctioneers Licensing Board's Statutes and Regulations located on our website prior to completing and submitting this application. Signing this application indicates you have done so and that you understand and will comply with all laws and regulations.

Business Name/DBA	Business Special	lty	Website address
Business Phone	Federal Tax ID #		LA Sales Tax ID #
Business Mailing Address		Business Physical Address (attach a separate sheet for additional locations, if necessary)	
City/State/Zip		City/State/Zip	
Name of person completing this application		Your phone number, if different than business phone number	
Your email address		Secondary contact Name and Nu	umber

EMPLOYEES –A Louisiana Licensed Auctioneer is required to do all bid calling. List the names of all Louisiana licensed auctioneers who will be employed. If an auctioneer is in the application process, leave the license number blank.

Name	License Number

REFERENCES - Please list 2 references who will attest to your business reputation and adherence to ethical standards.

Name of Reference	Address/Phone Number	Relationship

For Office Use Only:

Date Received	Amount/Form	Oath of office	Consent	Voter Reg/ Articles	LA SOS Registration	Bond	LA Sales Tax

Application for <u>Auction Business</u> License continued

OWNERS – List all owners and length of time of ownership in business

Name	length of time of ownership

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

Has this business ever been denied an auctioneer or auction firm license in this or any other state?	Yes No
Has this business ever had an auctioneer or auction firm license suspended, revoked, or refused renewal in this or any other state?	Yes No
Has this business ever surrendered or non-renewed an auctioneer or auction firm license in order to avoid disciplinary action in this or any other state?	Yes No
Has this business ever been disciplined by licensing authorities in this or any other state?	Yes No
Are there any disciplinary actions pending against this business or any of its owners or officers in thi or any other state?	is Yes No
Are there any lawsuits pending against this business or any of its owners in this or any other state?	Yes No
Are there any unpaid judgments against this business or any of its owners in this or any other state?	Yes No
Has this business or any owners of officers of this firm 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

If you answered yes to any of the above questions, you must submit an explanation.

AFFIDAVIT Louisiana Auction Business 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.	
Signature:	

Sworn to and subscribed before me this _____day of _____, 20____

OATH OF OFFICE To be signed in the presence of a Notary

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 th	is State; and that
I will faithfully and impartially discharge and perfe	orm all duties incumbent on me	as a Louisiana Auction
Business according to the best of my ability and un	derstanding. So help me God.	
Applicant's signature		
SWORN TO AND SUBSCRIBED BEFORE ME 1	THIS	DAY
OF, 20		

NOTARY PUBLIC SIGNATURE/SEAL

IRREVOCABLE CONSENT To be signed in the presence of a Notary

STATE 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 Auction Business 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 ______, 20_____.

NOTARY PUBLIC SIGNATURE/SEAL

CREDIT CARD PROCESSING REQUEST



NAME ON CREDIT CARD:
CREDIT CARD NUMBER:
EXPIRATION DATE:
BILLING ZIP CODE:

Fee: \$300; If this business 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.

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: