



Requirements for Louisiana Auction Business Licensing

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

- _____ 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 or US passport if individually owned. 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. If your business is a sole proprietorship, it is not necessary to submit any documents.
- _____ 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 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
- _____ Certified check or money order made payable to the Louisiana Auctioneers Board for \$300 or use the attached credit card processing form. 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.

Application for Auction Business 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 this or any other state? Yes No
- Are there any law suits 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 or 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

AFFIDAVIT Louisiana Auction Business

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_____

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 Auction Business according to the best of my ability and understanding. So help me God.

Applicant's signature _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY

OF _____, 20_____.

NOTARY PUBLIC SIGNATURE/SEAL

**IRREVOCABLE CONSENT AND APPOINTMENT OF
AGENT FOR SERVICE OF PROCESS**

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 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., 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 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: _____