State of Louisiana
Office of The Governor
Auctioneers Licensing Board

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Baton Rouge, LA 70816

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An Equal Opportunity Employer

# 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 submitting an application. Applying indicates you have done so and that you understand and will comply with all laws and regulations.

All licenses run January 1st through December 31st.

**Your application will be submitted through a secure online licensing portal with Certemy. Here are some of the items you will be required to submit:**

- General information- business name, address, phone number, etc.
- 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 $25,000. 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.
- Qualifying Party: must be licensed as a Louisiana Auctioneer and will serve as the legal representative of the Auction Business. They may be a Sole Proprietor or their spouse, a Full-time Employee, a Partner, Officer, Director, or Stockholder, or a LLC Member or LLC Manager.
- Fee: check, money order, or credit card payable to the Louisiana Auctioneers Board for $300. License fees are not pro-rated and are non-refundable.

  If the business owner receives public assistance including, but not limited to Supplemental Nutritional Assistance Program, Temporary Assistance for Needy Families, Medicaid, Disability Insurance, public house OR earn less than 200% of the current federal poverty guidelines, you may be eligible for a waiver of fees. Please contact the office directly at 225-295-8420 to discuss.

All licensing applications are considered at regularly scheduled Board meetings. You are *not* required to attend. Board meeting dates are listed on the 'Board Meetings' webpage. Applications are due 2 weeks before the Board meeting. Once your application is approved, licensing information can be found in your Certemy account 'Digital Wallet'.

Need a license sooner? You may be eligible if you are already licensed in another state. Please contact the office immediately.