

Office of the Governor Auctioneers Licensing Board

Telephone 225.295.8420 Fax 225.372.8584 Website: <a href="mailto:www.lalb.org">www.lalb.org</a> Email: admin@lalb.org

### 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

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 1<sup>st</sup> through December 31<sup>st</sup>. License fees are not pro-rated and are non-refundable.

pay the additional \$100 license restoration fee.





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

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## **Application for <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 Specia	alty	Website address	
Business Phone	Federal Tax ID	#	LA Sales Tax ID #	
Business Mailing Address	l	Business Physical Address (attac	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		
<b>EMPLOYEES</b> –A Louisiana Louisiana licensed auctionee		-	calling. List the names of all	
Name		License Number		
<b>REFERENCES</b> - Please list standards.	2 references who will a	attest to your business r	eputation and adherence to ethical	
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

Name	length of time of o	time of ownership	
Please answer the following questions and s	submit any necessary explanations on a separate piec	e of paper.	
Has this business ever been denied an auc	tioneer or auction firm license in this or any other state?	□Yes □No	
Has this business ever had an auctioneer or renewal in this or any other state?	or auction firm license suspended, revoked, or refused	□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	
	licensing authorities in this or any other state?	□Yes □No	
Are there any disciplinary actions pending or any other state?	g against this business or any of its owners or officers in this	□Yes □No	
	is business or any of its owners in this or any other state?	□Yes □No	
Are there any unpaid judgments against the	is business or any of its owners in this or any other state?	□Yes □No	
	s of this firm been convicted of, placed on deferred meanor or felony in this or any other state? (not including	□Yes □No	
	AFFIDAVIT		
L	Louisiana Auction Business		
Ī	swear and affirm that the information on this an	nlication is true	
and correct to the best of my knowledge.	, swear and affirm that the information on this ap	photon is true	
Signature:			
	1 6 20		
Sworn to and subscribed before me this	day of		

# **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 perfo	rm all duties incumbent on me as a Louisiana Auction
Business according to the best of my ability and und	lerstanding. So help me God.
Applicant's signature	
SWORN TO AND SUBSCRIBED BEFORE ME T	HISDAY
OF, 20	
NOTARY PUBLIC SI	CNIATUDE/SEAI

# 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 Au License and that he does by these presents irrevocably consent that any cause of action gro of any transaction subject to Louisiana Revised Statutes 37:3101 et seq., and Revised Stat may be commenced against the said applicant in the proper court of any parish of this stat the cause of action may arise, or in which the plaintiff may reside, by a service of process Louisiana Auctioneer's Licensing Board for the State of Louisiana as the licensee's agent applicant further stipulates and agrees that such service of process shall be taken and held to be valid and binding as if due service has been made upon the person according to the lor any other state.	owing out ute 5:3, e in which upon the . The in all courts
Signature of Applicant:	
SUBSCRIBED AND SWORN TO BEFORE ME AT	
This, 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 mo than 12 months, you must pay the additional \$100 license restoration fee.	re
I understand the Treasurer of the State of Louisiana has approved a \$5.00 processing fee to be added to my feach time a credit card is used.	e
SIGNATURE:	