



## Requirements for Reciprocal Auctioneer Licensing

In order to be considered for a Reciprocal Auctioneer License you must reside in Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, or West Virginia AND must be an active licensed auctioneer in your state of residence. Please use this checklist to insure that you have complied with all requirements.

\_\_\_\_\_ Application form (3 pages): completed, signed and notarized

\_\_\_\_\_ Oath of office form: completed, signed and notarized

\_\_\_\_\_ Irrevocable Consent Form: signed and notarized

\_\_\_\_\_ Notarized copy of your voter registration card OR U.S. passport

\_\_\_\_\_ Letter of Good Standing from your state of domicile certifying you currently hold an auctioneer license

\_\_\_\_\_ 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 31<sup>st</sup>. **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 if you own your own auction business or sign the sales tax waiver on the application.

\_\_\_\_\_ Submit a passport size photograph taken within the past 6 months

\_\_\_\_\_ Fees: certified check or money order payable to the Louisiana Auctioneers Board for \$300 OR if you reside in Florida you must pay \$330; if you reside in Georgia you must pay \$350. These fees are set by the Reciprocal Agreement between the states involved. 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.

Louisiana has an Auction Business licensing requirement. If your auction business is entering Louisiana to hold auctions, you must also have an Auction Business license. If you will be working for a Louisiana based auction business, you are not required to have an Auction Business license. (Arkansas, S. Carolina, and Texas resident Auctioneers are exempt from being required to hold a separate Business license.)

All 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.



## Application for Reciprocal 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 or part time? Or are you on contract with any auction business?

Company Name/DBA	Address	Phone	How affiliated?

**SALES TAX WAIVER-** sign here if you are a full time 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.

\_\_\_\_\_

**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 hold 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 or if you will be working for a Louisiana based auction business as a contract employee. 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 Reciprocal Auctioneer License continued

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

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| Have you been denied an auctioneer or auction business license in this or any other state?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever had an auctioneer or auction business license suspended, revoked, or denied?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there any action pending against you in connection with an auctioneer or auction business license?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been disciplined by the licensing authority in another jurisdiction?   | <input type="checkbox"/> Yes <input type="checkbox"/> 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) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a criminal charge now pending against you in this or any other state?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Did the military provide you auctioneer training and/or experience?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you a military spouse who is certified, registered or licensed in another state as an auctioneer?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do we have your permission to conduct a criminal background check?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### AFFIDAVIT Louisiana Reciprocal Auctioneer

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\_\_\_\_\_

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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 Auctioneer 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\_\_\_\_\_.

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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 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., 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\_\_\_\_\_ .

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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; OR if you reside in Florida you must pay \$330; if you reside in Georgia you must pay \$350. These fees are set by the Reciprocal Agreement between the states involved.

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.

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: \_\_\_\_\_