



Louisiana

Office of the Governor
Auctioneers Licensing Board

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Baton Rouge, LA 70816

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Requirements for Louisiana Reciprocal Auctioneer Licensing

To be considered for a Reciprocal Auctioneer License you must reside AND be currently licensed as an Auctioneer in Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, or West Virginia. Please use this checklist to ensure that you have complied with all requirements. Mail the application and attachments to the address above.

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. You are exempt from this licensing requirement if you are a sole proprietor of the business and reside AND are currently licensed as an Auctioneer in Arkansas, South Carolina, or Texas.

- _____ Application form (3 pages): completed, signed and notarized
- _____ Oath of office form: completed, signed and notarized
- _____ Irrevocable Consent Form: signed and notarized
- _____ Proof of Citizenship: Submit a Notarized copy of your voter registration card, U.S. passport, or Birth Certificate. Legal Alien- submit a certified copy of your green card.
- _____ Letter of Good Standing from your home state certifying you currently hold an auctioneer license – screen prints from your licensing state’s website are *not* accepted.
- _____ 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 31st. 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 or sign the sales tax waiver on the application. You may apply online and submit the confirmation page.
- _____ Submit a passport size headshot taken within the past 6 months
- _____ Fees: check, money order, or credit card 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.

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. Need a license sooner? Please contact the office immediately.

Please note all licenses run January 1st through December 31st. 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, part time, contract auctioneer, bid caller only, etc.

Company Name/DBA	Address	Phone	How affiliated?

SALES TAX WAIVER- sign here if you are an 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.

Explain why you believe you qualify for this waiver:

- employee of Auction Business name: _____
- contract auctioneer for Business name: _____
- Other- explain: _____

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:

Is your auction business entering Louisiana to conduct 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 AND are the sole proprietor of the Auction Business.

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.

Have you been denied an auctioneer or auction business license in this or any other state? Yes No

Have you ever had an auctioneer or auction business license suspended, revoked, or denied? Yes No

Is there any action pending against you in connection with an auctioneer or auction business license? Yes No

Have you ever been disciplined by the licensing authority in another jurisdiction? Yes 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) Yes No

Is there a criminal charge now pending against you in this or any other state? Yes No

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

Did the military provide you auctioneer training and/or experience? Yes No

Are you a military spouse who is licensed in another state as an auctioneer? Yes No

Do we have your permission to conduct a criminal background check? Yes No

AFFIDAVIT

Louisiana Reciprocal Auctioneer

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_____

NOTARY PUBLIC SIGNATURE/SEAL

OATH OF OFFICE

To be signed in the presence of a notary

STATE OF: _____

PARISH OR COUNTY OF: _____

(where you are located when you sign this form)

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_____.

NOTARY PUBLIC SIGNATURE/SEAL

IRREVOCABLE CONSENT
To be signed in the presence of a notary

STATE OF: _____

COUNTY OF: _____
(where you are located when you sign this form)

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., 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



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: _____