

South Carolina Department of Labor, Licensing and Regulation
Auctioneers' Commission

**Instructions for applying for an Apprentice
Auctioneer license**

Please submit the following:

1. Completed application form and affidavit of eligibility. (Application must include notarized signature and photograph.) Apprentice auctioneer must have supervising auctioneer complete item 17 on the application.
2. Certified check or money order in the amount of \$235 (\$150 license fee, \$50 recovery fund fee, \$25 examination fee and \$10 credit report fee).
3. South Carolina residents must include a criminal history conviction record from the State Law Enforcement Division (SLED), www.sled.state.sc.us. Non-residents must submit a criminal history conviction record from the applicant's resident state (State Law Enforcement Agency or equivalent).
4. All applicants must include a completed and notarized Escrow/Trust Account Certification Affidavit (available under the "*applications and forms*" section of our website).
5. Non-resident applicant must submit a notarized Designation of Agent for the Service of Process Form (available under the "*applications and forms*" section of our website).

Mail the completed packet and a check or money order to:

LLR - SC Auctioneers' Commission
110 Centerview Drive (physical address)
Post Office Box 11329 (mailing address)
Columbia, S.C. 29211-1329
Phone: (803) 896-4800

Applications will not be considered for testing or licensing until the entire packet is completed.

Applicants will be notified by mail of scheduled exam dates.

South Carolina Department of Labor, Licensing and Regulation



Auctioneers' Commission

RETURN FORM TO:

S.C. Dept. of Labor, Licensing and Regulation
Auctioneers' Commission
 Synergy Business Park
 110 Centerview Drive
 Post Office Box 11329
 Columbia, South Carolina 29211-1329
 Phone: (803) 896-4800
 Internet Address: www.llr.state.sc.us

Attach here a
 head and
 shoulders
 photograph of
 applicant taken in
 the last six months
 2" x 2"

FOR COMMISSION USE ONLY	
FEES	DEPOSIT
\$150 License Fee	
\$50 Recovery Fee	
\$25 Exam Fee	
\$10 Credit Report Fee	
License Issued	

**APPLICATION FOR APPRENTICE
 AUCTIONEER LICENSE**

FEES REQUIRED: \$150 license fee, \$50 recovery fund fee, \$25 examination fee, plus a \$10 credit report fee. Total fees due \$235. Submit a certified check or money order payable to the S.C. Department of Labor, Licensing and Regulation Auctioneers' Commission. **All fees are non-refundable.**

The undersigned applicant hereby applies to the South Carolina Auctioneers' Commission for an auctioneer or apprentice auctioneer license under the provisions of Title 40, S.C. Code, 1976 (as amended) and the Rules and Regulations of the Commission and in support of said application makes the representations contained herein with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny a license or to withhold renewal of or suspend or revoke a license if issued by the Commission. The undersigned applicant understands the Commission may make such inquiry and investigation concerning the applicant's record or background as the Commission in its judgment deems proper, and said applicant further agrees to furnish any additional information requested by the Commission and to appear before the Commission in person if requested to do so.

Type or Print in Ink

- Full Name: _____
 Business Address: _____
 City: _____ State: _____ Zip Code: _____
- *Home Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone No: (Home) _____ (Work) _____
- Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
- Date of Birth: _____ *Social Security Number: _____
 County of Residence: _____ Email: _____
- High School Graduate: _____ Yes _____ No
 College: Yes ___ No ___ (Name) _____ (Degree) _____ (Major) _____ (Yrs.) _____

6. Have you ever held any auctioneering license in S.C. or elsewhere? _____ Yes _____ No If yes, indicate below:
 As Auctioneer: State licensed: _____ From (mo./yr.): _____ To: _____
 As Apprentice Auctioneer: State licensed: _____ From (mo./yr.): _____ To: _____
 As Auction Firm: State licensed: _____ From (mo./yr.): _____ To: _____
7. Have you ever been denied any auctioneering license in this or any other state or jurisdiction? Yes___ No ___ (If yes, attach a separate statement providing details.)
8. Have you ever had any auctioneering license reprimanded, suspended, revoked, surrendered or have you ever been disciplined by the licensing authorities in this or any other state or jurisdiction? Yes___ No ___ (If yes, attach a separate statement providing complete details.)
9. Have you ever had any other business or professional license of any type suspended, revoked or surrendered in this or any other state or jurisdiction? Yes___ No ___ (If yes, attach a separate statement providing complete details.)
10. Have you ever been convicted of any criminal offense or is there any criminal charge now pending against you? Yes___ No ___ (If yes, attach a separate statement providing complete details.)
11. Are there any unpaid judgments of debt now outstanding against you? Yes___ No ___ (If yes, attach a separate statement providing complete details.)
12. Have you ever filed bankruptcy? Yes___ No ___ (If yes, attach a separate statement providing complete details.)
13. Have you read and understand the South Carolina Auctioneers' Law and the Rules and Regulations of the Commission? Yes___ No ___
14. List all places of residence during past five years--list present address first. (Attach sheet if needed.)

(St., P.O. Box, or Rt.)	(City)	(State)	(From Mo./Yr.)	(To Mo./Yr.)
1. _____				
2. _____				
3. _____				
4. _____				

15. List all places of employment during past five years--list present employment first. (Attach sheet if needed.)

Name of Company	St., P.O. Box, or Rt.	City	State
Position	Duties	From Mo./Yr	To Mo./Yr.
Name of Company	St., P.O. Box, or Rt.	City	State
Position	Duties	From Mo./Yr	To Mo./Yr.
Name of Company	St., P.O. Box, or Rt.	City	State
Position	Duties	From Mo./Yr	To Mo./Yr.

16. List types of auctions conducted within past 36 months. Example: Real Estate, Household, Estates, Farm Machinery, etc.
- _____

All information in this document is a public record subject to disclosure pursuant to the S.C. Freedom of Information Act, except items designated with the symbol. (*)

When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid. Please provide the following on your check: Drivers License #; Full Name; Street Address and Phone Numbers.

AFFIDAVIT

I, _____, am the person described and identified, of good moral character, and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice _____ in South Carolina.

Applicant's Signature _____ Date _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public _____

My Commission Expires _____

Seal required here

17. Supervising Auctioneer's Endorsement of Apprentice Auctioneer:

(If this application is for an Apprentice Auctioneer's license, the auctioneer with whom the applicant will be associated must personally sign the statement below.)

This is to certify that the above named applicant will, when properly licensed, be associated with or engaged by me in the capacity of an apprentice auctioneer, that I will exercise proper supervision over and assume responsibility for his/her acts as an apprentice auctioneer while associated with me, that to the best of my knowledge he/she is a person of honesty, truthfulness and integrity, that I will personally appear before the Commission in connection with this application if requested to do so. **I further certify, I have read this completed application before signing it.**

Supervising Auctioneer's Signature _____ Date _____

Print Name of Supervising Auctioneer _____ License Number _____

Business Name _____

Business Address: _____ (St. P.O. Box, or Rt.) (City) (State) (Zip)

Mailing Address: _____ (St. P.O. Box, or Rt.) (City) (State) (Zip)

Please note: Applications for examination must be in proper form and filed (received, not postmarked) in the Commission Office two weeks prior to the scheduled examination date. Once the application has been filed and processed, fees will not be refunded. If the applicant does not appear at the initial examination for which he/she has been scheduled or fails to pass such examination, he/she will need to send a written request, along with a re-examination fee to be scheduled for the next available exam.

AFFIDAVIT OF ELIGIBILITY

Pursuant to section 8-29-10 of the South Carolina Code of Laws (1976 as amended), the Department of Labor, Licensing and Regulation must verify the lawful U.S. presence of any person who applies for a South Carolina license. Please complete and sign this Affidavit of Eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

- 1. ___ I am a United States citizen or legal permanent resident eighteen years of age or older; or
- 2. ___ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
 - a. ___ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
 - b. ___ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.
- 3. ___ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
 - a. ___ I am a US citizen, not physically present or employed in the United States.
 - b. ___ I am a Foreign National, not physically present or employed in the United States.

If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.

Section B: Secure and Verifiable Document. This section must be completed if you checked number 1 or 2 in Section A.

1. Please check the acceptable secure and verifiable document(s) you hold. A copy of the verifiable document(s) must be attached to the Affidavit of Eligibility.

- A valid South Carolina Driver's License, South Carolina Driver's Permit or South Carolina Identification Card. Number _____; Date of Expiration: _____
- A valid out-of-state issued photo Driver's License or photo identification card, photo driver's permit. State: _____; Number _____; Date of Expiration: _____
- Permanent Resident Card; Alien Number _____; Card Number _____; Date of Expiration: _____
- Employment Authorization Card; Alien Number _____; Card Number _____; Date of Expiration: _____
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.
- Other: (Name of verifiable document) _____

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

(If issued by a state agency, include both the state and agency name.)

3. Please provide your social security number: _____ / _____ / _____
(Include a copy of the card with the Affidavit)

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or seek reinstatement of a professional or commercial license as provided for in 8 U.S.C. §1621. I understand that state law requires me to provide proof that I am lawfully present in the United States.
- I understand that in accordance with section 8-29-10 of the South Code, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a felony.
- I am the person identified above, and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.

Signature

Date

Please print your name as shown on your secure and verifiable document.

Professional License Type: _____

License Number (if already licensed): _____

The South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

06/28/12 Affidavit of Eligibility
10/05/12 Revised