



South Carolina
Department of Labor, Licensing and Regulation



Nikki R. Haley
Governor

Richele K. Taylor
Director

Auctioneers' Commission

110 Centerview Drive
Post Office Box 11329
Columbia, SC 29211-1329
Phone: (803) 896-4670
FAX: (803) 896-4554

Instructions for applying for an Auction Firm license

Read instructions carefully before completing application form.

1. Application must include **notarized signature** and **photograph**.
2. If the firm's form of business is other than a sole proprietorship or partnership, proof of authorization from the SC Secretary of State's Office to transact business in this state. For additional information on filing with the SC Secretary of State, please contact that office at (803) 734-2158 or at www.scsos.com/Business_Filings.
3. Check or money order only, in the amount of \$400 (\$300 two-year license fee, \$100 recovery fund fee) made payable to LLR – Auctioneers' Commission Fee is non-refundable. **NO CASH IS ACCEPTED**. A return check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. License fees are prorated for applications received after April 1 of even years (2012, 2014, etc.). Prorated fee is \$200. **ALL FEES ARE NON-REFUNDABLE**.
4. Proof that the Applicant identified below is an owner or manager and has authority to make decisions for the firm.
5. If the Applicant is not licensed as an auctioneer in this state, the Applicant must pass an online exam required by the Commission. Licensed real estate brokers and real estate firm applicants are not required to take the auction firm examination, if a licensed auctioneer is employed to handle transactions peculiar to the auction profession. Upon receipt of the application, the Applicant will be notified by mail with instructions for taking the examination.
6. The Applicant must include a completed Escrow/Trust Account Certification Affidavit.
7. Out-of-state firms applying for a license must complete the Designation of Agent for the Service of Process Form and have signature notarized. The Applicant must sign as the owner or manager for the firm.

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

LLR Auctioneers' Commission
110 Centerview Drive (physical address)
Post Office Box 11329 (mailing address)
Columbia, S.C. 29211-1329
Phone: (803) 896-4670



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Auctioneers' Commission

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

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) 896-4670 Fax: (803) 896-4554
Internet Address: www.llronline.com

Table with 2 columns: FEES, DEPOSIT. Rows include \$300 License Fee, \$100 Recovery Fee, License Issued.

APPLICATION FOR AUCTION FIRM LICENSE

NOTICE: Applicant must be an owner or manager of the Auction Firm.

FEES REQUIRED: \$300 two-year firm license fee, \$100 recovery fund fee, total fees due \$400. Submit a certified check or money order payable to the S.C. Department of Labor, Licensing and Regulation Auctioneers' Commission.

The undersigned applicant hereby applies to the South Carolina Auctioneers' Commission for an auction firm license under the provisions of Title 40, S.C. Code, 1976 (as amended) and the Rules and Regulations of the Commission...

Type or Print in Ink

- 1. Name of Firm: Federal ID#
2. Firm Location: County:
3. Firm Mailing Address: City: State: Zip Code: Telephone: FAX: E-mail Address:
4. Applicant: owner manager
5. Contact Information for the Applicant who is the owner or manager of the Auction Firm: Address: City: State: Zip Code: Telephone: FAX: E-mail Address:

6. If the Applicant is not a licensed auctioneer who is an owner or manager with authority to make decisions for the firm, give name and license number of proposed licensed auctioneer who will be used to conduct the auctions for the auction firm. Name of Auctioneer _____ License # _____

7. State or Jurisdiction of Original Incorporation/Organization: _____ Date: _____

Answer all questions below. A written statement and copy of appropriate licensing board or commission order must be included for any affirmative answers regarding disciplinary issues.

1. Has any state taken disciplinary action against the firm's license or against the licensed Applicant? Yes No

2. Has your firm or the Applicant surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action? Yes No

3. Has your firm or the Applicant been found by a court or registration board to have violated the auctioneering laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes No

4. Has this organization offered auction services under any other business name? If yes please provide the information below. Yes No

Former Business Name: _____ Former Firm License Number: _____

5. Have you read and understand the South Carolina Auctioneers' licensing law and the Rules and Regulations of the Commission? Yes No

APPLICANT'S CERTIFICATION STATEMENT

I attest under penalties of perjury that the information I have provided on this application with respect to myself and the firm is correct and that I have authority to make decisions for the firm's auction services in South Carolina.

Signature of Applicant

Print Name of Applicant

SC License Number (if applicable for the Applicant)

Date

Personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

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: Driver's 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 the auction firm license _____ 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