

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

**Instructions for applying for an Auctioneer  
license**

Auctioneer applicants must either: (1) be licensed in a reciprocal state; (2) have completed one-year apprentice auctioneer program in South Carolina; or (3) have successfully completed an accredited auction school.

**Please submit the following:**

1. Completed application form and affidavit of eligibility. (Application must include notarized signature and photograph.)
2. Certified check or money order in the amount of \$435 (\$300 two-year license fee, \$100 recovery fund fee, \$25 examination fee and \$10 credit report fee). Reciprocal applicants, since no examination is required, must submit \$410. Licensee fees are prorated for applications received after April 1 of the year prior to renewal (even years 2008, 2010, etc.). Prorated fee for applicants taking the exam is \$235. Prorated fee for applicants that are exempt from taking the exam is \$210.
3. Auctioneer applicants must submit either a copy of an auction school diploma or notarized evaluation statement from the apprentice supervisor. A reciprocal auctioneer must submit a certification letter from applicant's resident state licensing board or commission, indicating the license in that state is current and in good standing.
4. South Carolina residents must include a criminal history conviction record from the State Law Enforcement Division (SLED) [www.sled.state.sc.us](http://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).
5. All applicants must include a completed and notarized Escrow/Trust Account Certification Affidavit (available under the "*applications and forms*" section of our website).
6. Non-resident applicants 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:**

South Carolina Department of Labor, Licensing and Regulation  
Auctioneers' Commission  
110 Centerview Drive  
Post Office Box 11329  
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:**

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

**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](http://www.llr.state.sc.us)

FOR COMMISSION USE ONLY	
FEES	DEPOSIT
\$300 License Fee	
\$100 Recovery Fee	
\$25 Exam Fee	
\$10 Credit Report Fee	
License Issued	

**APPLICATION FOR AUCTIONEER LICENSE**

**FEES REQUIRED:** \$300 two-year license fee, \$100 recovery fund fee, \$25 examination fee, plus a \$10 credit report fee. Total fees due \$435. 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 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: \_\_\_\_\_  
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. Are you applying for a license in accordance to a reciprocal agreement with another state? Yes \_\_\_ No \_\_\_ (If yes, attach a letter from your State Auctioneers' Board or Commission certifying your current license status.)
8. 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.)
9. 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.)
10. 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.)
11. 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.)
12. Have there been any judgments, liens or claims filed against you in the past 5 years? Yes \_\_\_ No \_\_\_ (If yes, attach a separate statement providing complete details.)
13. Have you ever filed bankruptcy? Yes \_\_\_ No \_\_\_ (If yes, attach a separate statement providing complete details.)
14. Have you read and understand the South Carolina Auctioneers' Law and the Rules and Regulations of the Commission? Yes \_\_\_ No \_\_\_
15. 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. \_\_\_\_\_

16. 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.

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

18. Auctioneer applicant (except for license through reciprocity) indicate below the category in which you are basing your qualifications for license:
1. \_\_\_\_ Completion of an apprenticeship under the supervision of licensed auctioneer prior to making application for license. (Attach a notarized statement from the supervising auctioneer evaluating applicant's performance as an apprentice auctioneer.)
  2. \_\_\_\_ Graduate of approved school of auctioneering. (Attach copy of diploma.)

**All information in this document is a public record subject to disclosure pursuant to the S.C. Freedom of Information Act, except item 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.**

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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 Auctioneering 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*

**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 must contact the Commission office to be re-scheduled for the next examination. **All fees are non-refundable.**

**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.

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(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.

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Signature

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Date

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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