TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

AUCTIONEER LICENSE APPLICATION INSTRUCTIONS

A completed application is required prior to scheduling your Texas auctioneer exam. If your application is approved, we will notify the exam provider (PSI) and they will send you a postcard with information about scheduling your exam. You must pay the exam fee directly to the exam provider (PSI).

1. NAME – Provide your legal name as it will appear on your license. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. DATE OF BIRTH – Provide your birthdate.
3. GENDER – Select whether you are male or female.
4. SOCIAL SECURITY NUMBER – Social Security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. If you do not have a Social Security Number, you must complete the ***Social Security Number Status Certification*** form. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the ***Texas Attorney General***.
5. MAILING ADDRESS – Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. PERSONAL PHONE NUMBER – Provide a phone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. EMAIL ADDRESS – Provide your email address only if you agree to the following statement. By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
8. BUSINESS NAME(S) – Provide the name(s) of the business that employs you as an auctioneer. Use additional pages if needed.
9. BUSINESS LOCATION – Provide the physical location of the business listed in item 9. Use additional pages if needed.
10. BUSINESS PHONE NUMBER – Provide the telephone number, including the area code, of the business listed.
11. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a ***Criminal History Questionnaire (PDF)*** for each offense.
    If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a ***Criminal History Evaluation Letter (PDF)***, a completed ***Criminal History Questionnaire (PDF)*** for each crime you were convicted of, or placed on deferred adjudication for, and pay a $10.00 fee.
12. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a ***Disciplinary Action Questionnaire (PDF)*** for each disciplinary action.
13. INDIVIDUALLY ISSUED SALES TAX PERMIT NUMBER – Provide your Texas sales tax permit number issued by the Texas Comptroller of Public Accounts. If you are exempt from paying Texas sales tax, you are required to submit a letter of exemption issued by the Texas Comptroller's office. To request an individual exemption letter, provide a letter to the Comptroller's office and provide the following information:
    a. Your name, address, and telephone number
    b. The type of auctioneering you will be doing

- If you are acting as an employee of a specific company, include the name and Texas Sales and Use Taxpayer Number of Employer
- If you are not responsible for collecting and remitting of Texas Sales and Use Tax on items auctioned, include the individual or company name and their Texas Sales and Use Tax Permit Number.
- Indicate how the Auctioneer Waiver letter from the Comptroller's office should be delivered to you, if your request is approved. i.e., mail, fax, email (you must indicate fax number and/or email address).

If your request is approved, a copy of the auctioneer letter is automatically sent to TDLR and to you. You can also contact the ***Texas Comptroller of Public Accounts***.

14. CITIZENSHIP – Select YES or NO to indicate if you are a citizen of the United States or a legal alien.

15. EDUCATION – Select YES or NO to indicate if you have a high school diploma or high school equivalency certificate.

16. EXAMINATION ONLY – If you want to get a Texas auctioneer license by taking the auctioneer exam, attach proof of the successful completion of 80 hours of classroom instruction at an auctioneer school with Department approved curriculum. A list of approved auctioneer schools can be found on the ***TDLR website.***

17. EMPLOYMENT ONLY – If you want to get a Texas auctioneer license by having held an Associate Auctioneer license for a minimum of two years, attach the Auctioneer Supervision record and successful completion of 80 hours of classroom instruction at an auctioneer school with the Department approved curriculum. A list of approved auctioneer schools can be found on the TDLR website.

18. RECIPROCITY – Select YES or NO to indicate if you are not a Texas resident and you are applying for a Texas auctioneer license through reciprocity. If you answered YES, complete item 22.

19. OUT-OF-STATE AUCTIONEER LICENSE – If you answered NO to item 19, list the state(s) and auctioneer license number of each state you are licensed as an auctioneer. Additionally, attach the following to your application: a copy of your current auctioneer license, a letter of certification from your state licensing authority confirming your license is valid and in good standing, and sign and date Item 21 Irrevocable Consent to Service of Process.

20. IRREVOCABLE CONSENT TO SERVICE OF PROCESS – If you answered NO to item 19, carefully read this statement before dating and signing this section.

21. STATEMENT OF APPLICANT – Carefully read the statement before signing and dating your application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the ***Military Service Member, Military Veteran or Military Spouse Supplemental Application (PDF)*** and attach it with your license application. If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the ***TDLR Military Information web page***.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the ***TDLR website***. You can request assistance or submit required attachments via ***TDLR webform***. You may contact Customer Service Representatives by calling (800) 803-9202 (in state only) or (512) 463-6599; Relay Texas -TDD (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).

TDLR PUBLIC INFORMATION ACT POLICY:
This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the ***TDLR Public Information Act Policy***.

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AUCTIONEER LICENSE APPLICATION

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

APPLICATION FEE: $50.00

RECOVERY FUND FEE: $50.00

TOTAL FEE: $100.00 (FEES ARE NON-REFUNDABLE)

1. Name:

Last _____ First _____ Middle _____ Suffix _____

2. Date of Birth: _____ MM/DD/YYYY

3. Gender: ☐ Male ☐ Female

4. Social Security Number: _____

5. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (P.O. BOX is allowed for this address)

Street Number & Name Apt/Bldg/Ste # _____ City _____ State _____ Zip Code + 4 _____

6. Personal Phone Number: _____ (Area Code) Phone Number

7. Email Address: _____ ex: johndoe@gmail.com See instruction sheet for disclosure info

8. Business Name(s): _____

9. Business Location: (P.O. BOX is not allowed for this address)

_____ Number, Street Name, Suite Number/Apartment Number, City, State, Zip Code

10. Business Phone Number: _____ (Area Code) Phone Number

11. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? ☐ Yes ☐ No

If YES, complete and attach a ***Criminal History Questionnaire (PDF)*** for each offense.

See instruction sheet for more information

12. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? (This does not include your driver license.) If YES, attach a ***Disciplinary Action Questionnaire (PDF)*** to this application for each action. ☐ Yes ☐ No

13. Individually Issued Sales Tax Permit Number: _____

(If exempt, attach a letter of exemption issued by the Texas Comptroller of Public Accounts) See instruction sheet for more information.

ELIGIBILITY REQUIREMENTS

14. Are you a citizen of the United States or a legal alien? ☐ Yes ☐ No

15. Did you graduate from high school or do you have a high school equivalency certificate? ☐ Yes ☐ No

EXAMINATION ONLY

16. Are you seeking a Texas auctioneer license through examination? ☐ Yes ☐ No

If YES, attach to your application:

-Proof of successful completion of 80 hours of classroom instruction at an auction school with Department approved curriculum.

See instruction sheet for more information

SUPERVISION ONLY

17. Are you seeking a Texas auctioneer license through supervision? ☐ Yes ☐ No

Have you been a licensed Associate Auctioneer for at least two years, and have been trained by a licensed auctioneer for at least two year and have participated in at least ten auctions? ☐ Yes ☐ No
(If you answered NO, this application and fee will be returned as you do not qualify for an Auctioneer license.)

If you answered YES to both questions, attach to your application:

- Auctioneer Supervision Record; and
- Proof of successful completion of 80 hours of classroom instruction at an auction school with Department approved curriculum.

RECIPROCITY

18. Are you a resident of Texas? ☐ Yes ☐ No
If you checked YES – Proceed to Statement of Applicant
If you checked NO – Proceed to item 20 & 21 Irrevocable consent to service of process below.

19. If you answered No to item 19, list the state(s) and license number where you are currently licensed as an auctioneer.

State	State	State
License Number	License Number	License Number

Attach to your application:
(a) a copy of your auctioneer license; and
(b) a letter of certification from your state's licensing authority indicating you have successfully passed their state's exam.

See instruction sheet for more information

20. IRREVOCABLE CONSENT TO SERVICE OF PROCESS

I, the undersigned individual, _____ (Applicant's Name), being a non-resident applicant for a Texas auctioneer license, do hereby irrevocably consent, stipulate, and agree that suits and actions may be commenced against me in the proper court in which a cause of action may arise, or in which the plaintiff my reside, by the service of any process or pleading authorized by Title 11, Occupations Code, Chapter 1802, on the Commissioner of the Texas Department of Licensing and Regulation, and that such service of process or pleadings on the Commissioner shall be taken and held in all courts to be as valid and binding as if the service had been duly made upon me according to the laws of this or any other state.

Signature of Applicant _____ Date Signed _____

21. STATEMENT OF APPLICANT

I certify that I will comply with all applicable laws and rules related to my licensed occupation or profession. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of this application and/or revocation of the license.

Signature of Applicant _____ Date Signed _____