



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 • Austin, Texas 78711-2157
(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871
www.tdlr.texas.gov • cs.auctioneers@tdlr.texas.gov

AUCTIONEER LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

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 – Write 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 – Write 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(1) of the Texas Family Code in order to obtain a license. 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 at:

www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.
5. MAILING ADDRESS – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. PERSONAL PHONE NUMBER -- Write 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. FAX NUMBER - Write a fax number, including the area code, where you can receive faxes.
8. EMAIL ADDRESS – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. BUSINESS NAME(S) - Write the name(s) of the business that employs you as an auctioneer. Use additional pages if needed.
10. BUSINESS LOCATION - Write the physical location of the business listed in item 9. Use additional pages if needed.
11. BUSINESS PHONE NUMBER - Write the telephone number, including the area code, of the business listed in item 9.
12. 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 for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf

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, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and pay a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm

NOTE: The Auctioneer Law requires that all applicants must have not been convicted of a felony during the five years preceding the date of the application.

13. 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 for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf.

14. INDIVIDUALLY ISSUED SALES TAX PERMIT NUMBER - Write 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, write a letter to the Comptroller's office and provide the following information:

- Your name, address, and telephone number
- 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 FAX your request to (512) 475-0153. You can also contact the Comptroller's office at (800) 292-3682 or (512) 463-4628.

Texas Comptroller of Public Accounts
Enforcement HQ Support
1700 North Congress Ave Ste 200
Austin, Texas 78701-1436

15. CITIZENSHIP - Check YES or NO to indicate if you are a citizen of the United States or a legal alien.
16. EDUCATION - Check YES or NO to indicate if you have a high school diploma or high school equivalency certificate.
17. 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 web site at www.tdlr.texas.gov/auc/aucschools.htm
18. 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 Employment 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 at: www.tdlr.texas.gov/auc/aucschools.htm
19. RECIPROCITY - Check 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 19.
20. OUT-OF-STATE AUCTIONEER LICENSE - If you answered YES to item 18, 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 a notarized Irrevocable Consent to Service of Process form. This form can be found on the TDLR website at www.tdlr.texas.gov/auc/aucforms.htm
21. FEES - Application fee \$50 and Recovery Fund Fee \$50. Submit the total fee of \$100 with your application. Fees are non-refundable.
22. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing 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 (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

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 at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**

EXAMINATION ONLY

17. 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

EMPLOYMENT ONLY

18. Are you seeking a Texas auctioneer license through employment?

Yes No

Have you been a licensed Associate Auctioneer for at least two years, and been trained by a licensed auctioneer for at least two years 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 Employment Record, and
- Proof of successful completion of 80 hours of classroom instruction at an auction school with Department approved curriculum.

RECIPROCITY

19. If you are not a Texas resident, are you seeking a Texas auctioneer license by reciprocity?

20. If you answered YES to item 18, 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.
- (b) a letter of certification from your state's licensing authority indicating you have successfully passed their state's exam.
- (c) a signed and notarized Irrevocable Consent to Service of Process form.

See instruction sheet for more information

21. FEES

Application Fee: \$50
Recovery Fund Fee: \$50

Total Fee: \$100 (Fees are non-refundable)

23. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Auctioneer Act; Texas Occupation Code, Chapters 1802 and Chapter 51; Texas Administrative Code, Chapters 60 and 67; and the Auctioneer Administrative Rules, I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

_____	_____
Date Signed	Signature of Applicant