



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

## ASSOCIATE 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.**

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. PHONE NUMBER -- Write a telephone 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. E-MAIL ADDRESS – Write your e-mail address. TDLR will use your e-mail address only for the purpose of communicating with you electronically in a manner which protects your e-mail address from disclosure under the Public Information Act.
9. BUSINESS NAME(S) - Write the name(s) of the business that employs you as an associate 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, placed on probation for, or received deferred adjudication for a criminal offense. 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](http://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, placed on probation for, or received deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms at the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm)
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/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf).
14. CITIZENSHIP - Check YES or NO to indicate if you are a citizen of the United States or a legal alien.
15. TEXAS RESIDENT - Check YES or NO to indicate if you are a resident of Texas. If NO, a notarized Irrevocable Consent to Service of Process form must be submitted with your application. This form can be found on the TDLR website at [www.tdlr.texas.gov/auc/aucforms.htm](http://www.tdlr.texas.gov/auc/aucforms.htm)

16. SPONSORING AUCTIONEER'S NAME - Write your sponsoring auctioneer's name as it appears on his or her Texas auctioneer's license.
17. SPONSOR'S TEXAS AUCTIONEER LICENSE NUMBER - Write your sponsor's Texas auctioneer license number as it appears on his or her license.
18. SPONSOR'S TEXAS SALES TAX PERMIT NUMBER - Write your sponsor's Texas sales tax permit number. If your sponsoring auctioneer is exempt from payment of sales tax, you must provide a copy of your sponsor's letter of exemption issued by the Texas Comptroller of Public Accounts. For your sponsor to request an individual exemption letter, have your sponsor write a letter to the Comptroller's office and provide the following information:
- Sponsor's name, address, and telephone number
  - The type of auctioneering your sponsor will be doing
  - If your sponsor is acting as an employee of a specific company, include the name and Texas Sales and Use Taxpayer Number of Employer
  - If your sponsor is 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 your sponsor if his/her request is approved. i.e. - mail, fax, email (you must indicate fax number and/or email address).

If your sponsor's request is approved, a copy of the auctioneer letter is automatically sent to TDLR and your sponsor. Your sponsor's request can be faxed to (512) 475-0153. Your sponsor 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

19. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.
20. STATEMENT OF SPONSOR - This section must be signed by your sponsoring auctioneer. Carefully read the statement before dating and signing.

**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](mailto:cust.assist@tgslc.org).**



**SPONSOR INFORMATION**

**16. Sponsoring Auctioneer's Name:**

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial

**17. Sponsor's Texas Auctioneer License Number:**

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**18. Sponsor's Texas Sales Tax Permit Number:**

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**(See instruction sheet for more information)**

**19. STATEMENT OF APPLICANT**

I certify that I have read and will comply with all applicable provisions of the Auctioneer Act; Texas Occupation Code, Chapter 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

**20. STATEMENT OF SPONSOR**

I certify that the applicant will be in my employ and under my direct on-premises supervision as required by TDLR Administrative Rules.

\_\_\_\_\_ Date Signed \_\_\_\_\_ Signature of Sponsor