TEXAS DEPARTMENT OF LICENSING & REGULATION
P.O. Box 12157 • Austin, Texas 78711-2157
www.tdlr.texas.gov

ASSOCIATE AUCTIONEER LICENSE APPLICATION INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

MAKE CHECKS OR MONEY ORDERS PAYABLE TO TDLR.

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 III. (Mr. is not a suffix.)
2. DATE OF BIRTH – Provide your birth date.
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*** or call (512) 460-6000 or (800) 252-8014.
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. 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. FAX NUMBER – Provide a fax number, including the area code, where you can receive faxes.
8. 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.
9. BUSINESS NAME(S) – Provide the name(s) of the business that supervises you as an auctioneer. Use additional pages if needed.
10. BUSINESS LOCATION – Provide the physical location of the business listed in item 9. Use additional pages if needed.
11. BUSINESS PHONE NUMBER – Provide the telephone number, including the area code, of the business listed.
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 (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***, 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.
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 (PDF)*** for each disciplinary action.
14. CITIZENSHIP – Select YES or NO to indicate if you are a citizen of the United States or a legal alien.
15. 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.
16. 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.

17. SPONSORING AUCTIONEER'S NAME – Provide your sponsoring auctioneer's name as it appears on his or her Texas auctioneer's license.
18. SPONSOR'S TEXAS AUCTIONEER LICENSE NUMBER – Enter your sponsor's Texas auctioneer license number as it appears on his or her license.
19. SPONSOR'S TEXAS SALES TAX PERMIT NUMBER – Provide your sponsor's 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:
    - 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 to you. 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
20. STATEMENT OF SPONSOR – This section must be signed by your sponsoring auctioneer. Carefully read the statement before signing and dating.
21. IRREVOCABLE CONSENT TO SERVICE OF PROCESS – If you answered NO to item 15, carefully ready this statement before signing and dating this section.
22. 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:

TDLR
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).

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ASSOCIATE AUCTIONEER LICENSE APPLICATION

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

APPLICATION FEE: $25.00

RECOVERY FUND FEE: $50.00

TOTAL FEE: $75.00 (FEES ARE NON-REFUNDABLE)

1. Name:

Last | First | Middle | Suffix

2. Date of Birth: Month/Day/Year

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)

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

6. Phone Number: (Area Code) Phone Number

7. Fax Number: (Area Code) Phone Number

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

9. Business Name(s):

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

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

11. Phone Number: (Area Code) Phone Number

12. 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

13. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? (This does not include your driver license.) ☐ Yes ☐ No

If YES, attach a ***Disciplinary Action Questionnaire (PDF)*** to this application for each action.

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

RECIPROCITY

15. 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.

16. 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

SPONSOR INFORMATION

17. Sponsoring Auctioneer's Name:

Last, First, Middle Name

18. Sponsoring Texas Auctioneer License Number:

19. Sponsor's Texas Sales Tax Permit Number:

See instruction sheet for more information

20. STATEMENT OF APPLICANT

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

Signature of Applicant

Date Signed

21. IRREVOCABLE CONSENT TO SERVICE OF PROCESS

I, the undersigned individual, _____ being a non-resident applicant for a Texas
Applicant's Name

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

22. 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