

TEXAS ASSOCIATE AUCTIONEER LICENSE APPLICATION CHECKLIST

To receive an Associate Auctioneer license in the State of Texas, the following must be submitted as required pursuant to Title 11, Occupations Code, Chapter 1802.

AN APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.

TEXAS ASSOCIATE AUCTIONEER LICENSE APPLICATION

This form must be completed and signed by the applicant and the sponsoring auctioneer. If you have been convicted of a felony or misdemeanor you must complete a Criminal History Questionnaire, which may be obtained from our website shown above.

ELIGIBILITY REQUIREMENTS

To obtain a license as an associate auctioneer you must:

- be a citizen of the United States or a legal alien; and
- be employed under the direct supervision of a licensed auctioneer

LETTER OF EXEMPTION OR LIMITED SALES TAX PERMIT

If your sponsoring auctioneer is exempt from payment of sales tax, you must provide a copy of their letter of exemption issued by the Texas Comptroller of Public Accounts. To obtain an exemption letter, contact the Comptroller's office at the following address and phone number:

Technical Support Section, Enforcement
Comptroller of Public Accounts
PO Box 13525
Austin, Texas 78711-3528
(512) 463-3731 or 800-252-5555

IRREVOCABLE CONSENT TO SERVICE OF PROCESS FORM

If you are **NOT** a Texas resident, this form must be signed and notarized and submitted with the application that is available on our website

FEES (Both fees must be submitted with your application)

<input type="checkbox"/>	\$25	License Fee
<input type="checkbox"/>	\$50	Recovery Fund Fee

PLEASE SEND ONE CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE, PAYABLE TO THE TEXAS DEPARTMENT OF LICENSING AND REGULATION:

TDLR
PO BOX 12157
AUSTIN, TEXAS 78711

*If you provide your email address, the Department will add your address to the auctioneers' list server, which provides information from the Department on matters affecting auctioneers and associate auctioneers. Your email address is confidential pursuant to the Texas Information Act and the Department will not share it with the public.