



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 Initial, 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. 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 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 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
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.

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. 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, write your out-of-state auctioneer license number in the space provided.
19. OUT-OF-STATE AUCTIONEER LICENSE - If you answered YES to item 18, 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
20. FEES - Application fee \$50 and Recovery Fund Fee \$50. Submit the total fee of \$100 with your application.
21. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.



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FOR LICENSING USE ONLY

AUCTIONEER LICENSE APPLICATION

FOR FINANCIAL SERVICES USE ONLY

Do Not Write Above This Line

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

APPLICATION FEE: \$50
RECOVERY FUND FEE: \$50
TOTAL FEE: \$100 (FEES ARE NON-REFUNDABLE)

1. Name:

 Last First Middle Initial Suffix (JR, SR, III)

2. Date of Birth: _____ - _____ - _____
 Month Day Year

3. Gender: Male Female

4. Social Security Number:
 (See instruction sheet for disclosure information) _____

5. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (PO Box is allowed for this address.)

Number, Street Name, Suite Number/Apartment Number

 City State Zip Code

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

7. Fax Number:
 (_____) _____
 Area Code Phone Number

8. E-Mail Address:

 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

9. Business Name(s):

10. Business Location: (PO Box is not allowed for this address)

Number, Street Name Suite Number/Apartment Number

 City State Zip Code

11. Business 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? If YES, complete and attach a Criminal History Questionnaire for each offense. Yes No
See instruction sheet for more information

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

14. 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

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

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

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

RECIPROCITY

18. If you are not a Texas resident, are you seeking a Texas auctioneer license by reciprocity? Yes No

19. If you answered YES to item 18, in what state(s) are you currently licensed as an auctioneer?

Attach to your application:

- (a) a copy of your auctioneer license
- (b) a letter of certification from your state's licensing authority
- (c) a signed and notarized Irrevocable Consent to Service of Process form

See instruction sheet for more information

20. FEES

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

Total Fee: \$100

21. 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