



Virginia Auctioneers Board
AUCTIONEER LICENSE BY EXAMINATION APPLICATION
Fee \$25.00

**A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed credit card insert must be mailed with your application package.
 APPLICATION FEES ARE NOT REFUNDABLE.**

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

_____ Last (required) _____ First (required) _____ Middle _____ Generation _____

➤ **Sole proprietors practicing under a fictitious, trade or doing business as name, must indicate the name on the next line.**

Fictitious or Trade Name _____

* If a Fictitious or Trade Name will be used, a copy of the certificate filed with the State Corporation Commission or locality pursuant to § 59.1-69 of the *Code of Virginia* must be included with this application.

* If you will be practicing auctioneering through a corporation, partnership, or other business entity (other than a sole proprietorship), you are required to submit an Auctioneer Firm License Application available from the Department of Professional and Occupational Regulation at (804) 367-8506 or <https://www.dpor.virginia.gov>.

2. Provide at least **one** of the following identification numbers*:

Social Security Number and/or

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Virginia DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth _____ (Must be at least 18 years of age.)
MM/DD/YYYY

4. Maiden or Former Name(s) _____

5. Mailing Address (PO Box accepted) _____

 The mailing address will be printed on the license.

_____ City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

_____ City _____ State _____ Zip Code _____

➤ If you are using your business address, please include business name, full street address and any floor or suite number.

7. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

8. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1005		2907	

9. A. Do you hold an **expired** Auctioneer license issued by the Virginia Auctioneers Board?

No If no, skip to question #10.

Yes If yes, provide your Virginia license number and expiration date:

Virginia License Number

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 Expiration Date* _____

* If your license expired less than 2 years ago, you may apply to reinstate this license by using the [Auctioneers Reinstatement Application](#). You are **not** required to take an examination.

B. If your license expired 2 or more years ago **and** you are applying for a new license by examination, did you perform any auctioneering activities in Virginia after your license expired?

No

Yes If yes, provide details below.

10. A. Do you hold a **current** auctioneer license, certification or registration issued by Alabama, Florida, Georgia, Indiana, Kentucky, Louisiana, Mississippi, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, or West Virginia?

No

Yes If yes, you are **not** required to take an examination in Virginia. Complete the [Auctioneer License by Reciprocity Application](#).

B. Do you hold a **current** auctioneer licensed, certification or registration issued by another state/jurisdiction who does **not** have a reciprocity agreement with the Virginia Auctioneers Board (as listed above)?

No

Yes If yes, complete the following table below and attach an original Certification of Licensure/Letter of Good Standing[♦](dated within the last 60 days) from each state/jurisdiction listed below:

♦ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.); and 5) all closed disciplinary actions resulting in a violation or undetermined finding.*

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

11. Have you successfully completed a Virginia board-approved course of study at a school of auctioneering?

No

Yes If yes, attach a certificate or other documentation showing successful completion of the course.

12. Have you ever been found by any regulatory board, agency, or jurisdiction where licensed to have had a license or registration suspended, revoked or surrendered in connection with a **disciplinary action** (including Virginia)?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor** involving moral turpitude? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Auctioneer License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 6, of the *Code of Virginia* and the *Virginia Regulations Governing Auctioneers*.

Signature _____ Date _____

- After this application is approved; you will be contacted by the Board to schedule your Auctioneer Examination. The Auctioneer License will be issued once you have successfully passed the examination, completed the Licensure Notice Form and submitted the Surety Bond required for licensure.