

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506
www.dpor.virginia.gov



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

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

A COMPLETED AUCTIONEER SURETY BOND FORM MUST ACCOMPANY THIS LICENSE APPLICATION.

1. Name _____
Last First 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 www.dpor.virginia.gov.

2. Social Security Number or Virginia DMV Control Number * - -

* 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 _____

4. Street Address (PO Box not accepted) _____

City State Zip Code

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

5. Mailing Address (PO Box accepted) _____

City State Zip Code

6. E-mail Address _____

7. Contact Numbers _____
Primary Telephone Alternate Telephone Facsimile

8. A. Do you have an expired auctioneer license issued by the Virginia Auctioneers Board?
No
Yes Virginia Auctioneer License Number _____ Expiration Date _____

If your license expired less than 2 years ago, you must reinstate the license using the *Auctioneer License Reinstatement Application*.

B. If your license expired 2 or more years ago and you are applying for a new license by reciprocity, did you perform any auctioneering activities in Virginia after your license expired?
No
Yes If yes, provide details.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
		\$25.00	1021			2907	

9. Do you have a current auctioneer license, certification or registration from another state?

No

Yes If yes, list all the licenses, certificates and registrations in the following table **and** attach a Certification of Licensure/Letter of Good Standing from each state in which you have passed an auctioneers examination. Certifications of Licensure/Letters of Good Standing must be dated within the last 60 days.

State/Jurisdiction	Did you pass a written exam?	License Number	Expiration Date
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

11. Within the last five years, have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

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 in 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.

12. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I certify that I understand, and have complied with, all the laws of Virginia related to auctioneer licensure under the provisions of Title 54.1, Chapter 6 of the *Code of Virginia* and the *Virginia Auctioneers Board Regulations*. I also certify that I understand this affidavit.

Signature _____ Date _____

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me, The undersigned Notary Public in and for the City/County aforesaid this _____, day of _____, 20 ____ . My commission expires the _____, day of _____, 20 ____ .

Affix official seal here.

Signature of Notary Public