

CHECKLIST FOR AUCTION CLERK LICENSE

IMPORTANT NOTICE TO APPLICANTS

- Effective January 1, 2018, applications for an Auction Clerk license **MUST** be completed online via the following link <https://www.psc.nd.gov/webapps/lars/login>. If you are unable to meet this requirement, please call the PSC at 701-328-2400 to request assistance.
- A COMPLETE application packet must be filed at least 10 days prior to the first auction sale the applicant is to clerk. N.D.C.C. § 51-05.1-01.1
- An auction clerk is required to have a written contract prior to the auction sale (copies of these contracts do not need to be submitted to the PSC). N.D.C.C § 51-05.1-04.1
- Every business organization or sole proprietor using a trade name must be registered and in good standing with the North Dakota Secretary of State. Please call them at 701-328-4284 or go to their website at www.sos.nd.gov to register.
- Every clerk of an auction sale shall, at all times, maintain in the clerk's name or firm name, a separate trust account designated as such in a federally insured bank or other federally insured depository in this state in which the clerk shall immediately deposit all funds not the clerk's own, including funds in which the clerk may have some future interest or claim. N.D.C.C. § 51-05.1-05

Items for Applicant	All items MUST be completed and returned prior to application processing.	Complete
Auction Clerk License Application SFN 10459	Applications for an Auction Clerk License MUST be filled out electronically at: https://www.psc.nd.gov/webapps/lars/login You may find it helpful to fill the paper form out to use as a guide when completing your electronic application.	<input type="checkbox"/>
Auctioneer/Auction Clerk Reference Form SFN 18743	Auctioneer/Auction Clerk Reference Form (2 completed & signed copies) You will need to scan and upload these to your electronic application.	<input type="checkbox"/>
Auction Clerk Bond SFN 10458	\$10,000 Auction Clerk Surety Bond NOTE: Attorney-in-Fact must attach valid power of attorney from surety. You will need to scan and upload the completed bond and power of attorney to your electronic application. Once complete, the original bond and power of attorney MUST be sent to the Public Service Commission.	<input type="checkbox"/>
License Fee	The \$35.00 NON-REFUNDABLE license fee will be collected as the final step of your electronic application and is payable via credit card. The Commission currently accepts Visa, MasterCard or Discover Card.	<input type="checkbox"/>

For Commission Use Only		
Name of Applicant		
Items Incorrect or Missing	Comments	Date Returned
Auction Clerk License Application SFN 10459		
Auctioneer/Auction Clerk Reference Form SFN 18743		
Auction Clerk Bond SFN 10458		
License Fee		

