

# CHECKLIST FOR AUCTIONEER LICENSE

## IMPORTANT NOTICE TO APPLICANTS

- **Effective January 1, 2018, applications for an Auctioneer 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 call/cry. N.D.C.C. § 51-05.1-01.1
- An auctioneer 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

Items for Applicant	All items <b>MUST</b> be completed and returned prior to application processing.	Complete
<a href="#">Auctioneer License Application SFN 10456</a>	Applications for an Auctioneer License MUST be filled out electronically at: <a href="https://www.psc.nd.gov/webapps/lars/login">https://www.psc.nd.gov/webapps/lars/login</a> You may find it helpful to fill the paper form out to use as a guide when completing your electronic application.	<input type="checkbox"/>
<a href="#">Auctioneer/Auction Clerk Reference Form SFN 18743</a>	Auctioneer/Auction Clerk Reference Form (2 completed & signed copies) You will need to scan and upload these to your electronic application.	<input type="checkbox"/>
<a href="#">Auctioneer Bond SFN 10455</a>	\$5,000 Auctioneer Surety Bond <b>NOTE: Attorney-in-Fact must attach valid power of attorney from surety.</b> You will need to scan and upload the completed bond and power of attorney to your electronic application. <b>Once complete, the original bond and power of attorney MUST be sent to the Public Service Commission.</b>	<input type="checkbox"/>
License Fee	The \$35.00 <b>NON-REFUNDABLE</b> 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"/>
Auction School Certificate	You will need to scan and upload your auction school certificate showing successful completion of course of study to your electronic application.	<input type="checkbox"/>
<b>- OR -</b>		
Proof of Previous Auctioneer License	You will need to scan and upload proof of having been actively engaged as a licensed auctioneer for a period of at least one year to your electronic application.	<input type="checkbox"/>

**For Commission Use Only**

Name of Applicant

Items Incorrect or Missing	Comments	Date Returned
Auctioneer License Application SFN 10456		
Auctioneer/Auction Clerk Reference Form SFN 18743		
Auctioneer Bond SFN 10455		
License Fee		
Auction School Certificate		
Proof of Previous Auctioneer License		