



Public Service Commission State of North Dakota

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December 2017

Auctioneer Licensee
Auction Clerk Licensee
Bank Auction Clerk Licensee

Your 2017 license will expire on December 31, 2017. Attached is your 2018 license renewal form.

The Commission is very excited to announce the launch of the new electronic Licensing Application and Renewal System (LARS). LARS is available to renew your license and may be reached by going to the Commission's website www.psc.nd.gov and clicking on the "Auctions" Jurisdiction or directly through the following website www.psc.nd.gov/webapps/lars/login. To begin the renewal process, you must first click on "Registration Request." The Commission encourages you to use LARS and take advantage of paying your renewal fee by credit card (we accept VISA, MasterCard and Discover), but we will also accept your renewal and license fee via the United States Postal Service or other delivery method. If you are not renewing electronically, you must pay by check, money order, or cash.

Prior to submitting your application, please review all information for accuracy and make changes, if needed.

Renewal fees are **NON-REFUNDABLE** and North Dakota state law dictates renewals **NOT RECEIVED** by the Commission by January 31 shall be assessed an additional \$25 late fee per license. If renewing electronically, LARS will process renewals up to January 31 at 11:59 p.m. without assessing the \$25 late fee.

Note for 2018 Licensing Year: Any license not renewed for the 2018 licensing year by December 31, 2018 will be canceled. In order to reinstate your license, you must apply for a new license and you will be issued a new license number. **Your old license number will not be available.**

Auction Clerk Reminder: Your clerk license will not be renewed unless you provide the name and address of the **NORTH DAKOTA** bank where your trust account is located as required in North Dakota Century Code Section 51-05.1-05.

Written Contract Reminder: North Dakota Century Code Section 51-05.1-04.1 requires the use of a written contract by an auctioneer and clerk **PRIOR** to selling the property of another at auction.

The applicable laws and rules are available on the Commission's website at www.psc.nd.gov under the "Auctions" Jurisdiction. If you do not have access to the internet and would like a copy of the laws and rules mailed to you, please call our office.

Thank you for your cooperation. If you have questions or need assistance, please call me at 701-328-4070.

Sincerely,



Shelly Bauske
Compliance Division

Enclosure(s)