



South Carolina Department of Labor, Licensing and Regulation

South Carolina Auctioneers' Commission

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4670 • Contact.Auctioneers@llr.sc.gov • Fax: 803-896-4554

llr.sc.gov/auc

APPRENTICE AUCTIONEER LICENSE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

Before calling in to the Commission Office – You may check your application status online at:

<https://eservice.llr.sc.gov/SSO/Login/LoginPage>.

Licensure Requirements:

A person is qualified to receive an apprentice auctioneer license when the following requirements are met:

1. Be at least 18 years of age or older.
2. Submit an official statewide background check from state(s) of residence within the preceding five (5) years.
3. Submit Supervising Auctioneer Endorsement Affidavit.
4. A credit record satisfactory to the Commission. Report is pulled by the Commission following application submission.
5. Successfully pass the Apprentice Auctioneers Examination.
6. Successful completion of apprenticeship.

Application Process:

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - **Application Fee:** \$210 application fee made out to SC Auctioneers Commission. (Fees are non-refundable and non-transferable) *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
 - **Identification:**
 - Copy of your valid driver's license, state issued ID, or passport
 - Copy of signed Social Security card
 - **Supervising Auctioneer Endorsement Form**
 - **Notarized Verification of Lawful Presence**
 - **Escrow/Trust Account Certification Affidavit**
 - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
 - **Personal History Questions:** For each "Yes" answers in the Personal History Information, a completed **Explanation of "Yes" Answer form** must be completed. Copies of legal documentation should also be included. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.
 - **Background Check:** Request an official statewide background check from each state in which you resided within the preceding five years. South Carolina residents must use www.sled.sc.gov. Reports must not be older than thirty (30) days from the date of application.

2. Documents should be sent directly to the Commission from the issuing agency/institution.

- **Verification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Commission office via email at contact.auctioneers@llr.sc.gov or mail.

3. Examination: The examination is administered by Prov, Inc. Applicants will not be authorized to take the exam until a complete application is on file.

Applicants will receive notification from Prov when they are authorized to register for the examination. Applicants are responsible for registering and scheduling with Prov. The examination registration fee is to be paid directly to Prov upon registration.

Exam eligible applicants are encouraged to review the [Prov Auctioneer Candidate Information Bulletin](#).

Prov will send examination score reports directly to the Commission office. Please do not send your score report to the Commission office. Examination may not be taken more than one time during any six-month period following the second failure of the examination.

4. Licensure: Upon receipt of passed examination from Prov, the Commission will issue the Apprentice Auctioneer license.

Once a completed application has approved, the applicant will be licensed as an apprentice auctioneer. Completion of an apprenticeship requires licensed apprentice participate in 80 hours of supervised training of which 40 hours must be auctioneering, 10 hours must be auction ringing, 20 hours must be clerking, and 10 hours of cashiering. Apprenticeship must last a minimum of 1 year but not more than 2 years.

Once the program is completed, the auctioneer may apply for Auctioneer License.



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APPRENTICE AUCTIONEER LICENSE APPLICATION

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Submit the following with your application to the above address:

- Check or money order in the amount of \$210 made payable to SC Auctioneers Commission. (Fees are non-refundable and non-transferrable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. **NO CASH IS ACCEPTED.**
- Copy of your valid driver's license, state issued ID, passport or military ID
- Copy of your Social Security card
- Notarized verification of lawful presence
- Notarized escrow/trust account certification affidavit
- Official statewide background check from your state(s) of residence. (South Carolina residents must use www.sled.sc.gov)
- Legal documentation of name change (marriage certificate, divorce decree, etc.), if applicable

Have sent directly to the Commission by issuing agency:

Documentation may be sent from the issuing agency to the Commission at contact.auctioneers@llr.sc.gov.

- License verifications, *if applicable*

APPLICANT INFORMATION

First Name: _____ Middle: _____ Last: _____

Have you ever legally changed your name? ☐ Yes ☐ No Former Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Business Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ Social Security No.: _____ Gender: ☐ Female ☐ Male
(For statistical purposes only)

PRIOR RESIDENCES

List all places of residence during the last five years. (Attach additional sheet if needed)

ADDRESS	From (mo/yr)	To (mo/yr)

AUCTIONEERING EXPERIENCE INFORMATION

Have you ever held any auctioneering license in S.C. or elsewhere?

☐ Yes ☐ No

If yes, you will need to contact each out-of-state Board and request a license verification to be sent directly to our Board at the above listed address (if applicable).

STATE	DATE OF LICENSURE	EXPIRATION DATE	TYPE OF LICENSE (Auctioneer, Auctioneer Apprentice, Auction Firm)

DISCIPLINARY QUESTIONS

Answer the following questions. You are required to attach a completed [Explanation of "Yes" Answers Form](#) for each question you answer "Yes" on. Copies of legal documentation should also be uploaded.

1. Have you ever had a license/ certificate to practice a profession or occupation refused or denied by a licensing board, commission, or other entity? ☐ Yes ☐ No
2. Have you ever had a license/certificate to practice a profession or occupation reprimanded, suspended, revoked, or otherwise disciplined by a licensing board, commission or other entity? ☐ Yes ☐ No
3. Have you ever surrendered a license/certificate to practice a profession or occupation in lieu of discipline? ☐ Yes ☐ No
4. Have you ever been convicted, pled guilty or pled nolo contendere for violation of any federal, state, or local law (you may exclude minor traffic violations, juvenile and/or expunged violations)? ☐ Yes ☐ No
5. Have there been any judgements, liens or claims filed against you in the past 5 years? ☐ Yes ☐ No
6. Have you ever filed bankruptcy? ☐ Yes ☐ No

ATTESTATION AND SIGNATURE

I, _____, am the person described and identified, and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of this license in South Carolina.

Signature of Applicant

Date

PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.



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ESCROW ACCOUNT VERIFICATION FOR AUCTIONEERS

Pursuant to **S.C. Code, Section 40-6-300 and Reg 14-11(B)**, a licensee must maintain and deposit funds in a trust/escrow account with an insured bank or savings and loan association if auction proceeds are held by the licensee more than three (3) business days. The Commission or its designated representative may examine the account for investigation or inspection purposes. Licensees must notify the Commission immediately by certified mail, return receipt requested, of any account changes.

Complete the appropriate sections below which apply to your business policy.

CERTIFICATION

I hereby certify I am employed by another licensed auctioneer, licensed auction firm, real estate broker-in-charge, or real estate firm that maintains an active escrow account used solely for the purpose of holding funds of others in relation to auctions.

Account Holder's Name: _____ Account No.: _____

Bank Name: _____

Bank Address: _____

Firm Name: _____

Principal Employer Signature: _____ License No.: _____

Applicant or Licensee Signature: _____ License No.: _____

(If applicant, indicate "pending")

AUTHORIZATION

I authorize the Auctioneers' Commission or its designated representative to examine any information regarding the escrow account herein indicated.

Applicant or Licensee Signature: _____ License No.: _____

(If applicant, indicate "pending")

Firm Name: _____

Account Holder's Name: _____ Account No.: _____

Account Holder Signature: _____

Bank Name: _____

Bank Address: _____

NOTARIZATION

Sworn to and subscribed before me this _____ day

of _____ 20____ .

Notary Signature: _____

(Notary Seal)

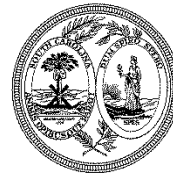
Print Name: _____

Notary for the State of: _____

My Commission expires: _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or
2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or
3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.
4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)



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SUPERVISING AUCTIONEER'S ENDORSEMENT OF APPRENTICE AUCTIONEER

Apprentice Auctioneer Name: _____

SUPERVISING LICENSEE INFORMATION

Licensee Name: _____ License No.: _____

Auction Firm Name: _____ License No.: _____

Phone: _____ Email: _____

REQUIREMENTS

Do you have three consecutive years of active, South Carolina licensed practice immediately preceding the date of this application?

☐ Yes ☐ No

ATTESTATION

This is to certify that the named apprentice applicant will be associated with or engaged by me in the capacity of an apprentice auctioneer; that to the best of my knowledge apprentice applicant is a person of honesty, truthfulness and integrity; that I will exercise proper supervision over and assume responsibility for the apprentice applicant's compliance with all laws and regulations governing the practice of auctioneering; and that I will personally appear before the Commission in connection with this application, if requested to do so.

I, the named supervising auctioneer, request the named applicant be registered under my supervision as a South Carolina Apprentice Auctioneer. The program training will consist of no less than eighty (80) hours of supervised training completed no less than one (1) year and not more than two (2) years. Of the eighty (80) training hours, forty (40) hours will be in auctioneering, ten (10) hours of auction ringing, twenty (20) of clerking, and ten (10) of cashiering. I certify that I will review the records of the apprentice applicant before each monthly report to the Commission.

To be checked only by Tobacco Auctioneers

☐ I, the named supervising auctioneer, am attesting to being a tobacco auctioneer and in accordance with Regulation 14-15(D), am exempt from the above training program requirements.

Supervising Auctioneer's Signature

Date



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EXPLANATION OF “YES” ANSWERS

Name: _____ Email: _____

Type of License/Registration Applying For (check one): ☐ Apprentice ☐ Auctioneer ☐ Auction Firm

Explanation of “Yes” answer to Personal History Question no. (Check one only):

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Jurisdiction in which the action/event occurred (City, County & State): _____

Any case, file or credential number: _____

Offense(s) Explanation: You must provide a detailed statement of the events surrounding the conviction(s), denial or discipline of licensure, including all pertinent information (such as charges, dates, locations, and sentences). Provide copies of any case, file or licensing documents or records showing the final disposition, if applicable. Attach additional pages or copies of this form if necessary.

AFFIRMATION

I certify under penalty of perjury that that all statements, answers and representations made in this form, including all supplementary documents submitted with the form, are true and correct to the best of my knowledge after undertaking due diligence to determine their accuracy.

Signature

Date