



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Auctioneers' Commission

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### AUCTIONEER FIRM 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:**

To qualify for auction firm licensure a business entity must meet the following qualifications:

1. Submission of complete firm application and \$400 fee.
2. Submit proof of firm ownership and/or firm manager
3. Submit a [Certificate of Existence from the SC Secretary of State](#) dated within six months of the application date.
4. If owned or managed by a person not licensed as an Auctioneer in South Carolina, the individual must successfully pass the Auction Firm examination.

#### **Exemptions for Auction Firm Licensure:**

The following businesses are exempt from auction firm licensure requirements:

- A sole proprietorship, or
- A Real Estate Broker-in-Charge and real estate brokerage employing a SC licensed auctioneer to handle transactions peculiar to the auctioneer profession.

#### **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, certificate of existence, etc.*

1. **Application** – In addition to a completed application, the following must also be sent:
  - **Application Fee:** \$400 initial 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:** If submitting party is not a current, active licensed SC Auctioneer
    - Copy of your valid driver's license, state issued ID, or passport
    - Copy of signed Social Security card
  - **FEIN**
  - **Proof of Ownership:** Copy of the business partnership agreements, corporate resolutions, articles of incorporation, or any other such document showing compliance to ownership requirements listed above.
  - **Affidavit of Authority:** If managed by an actively license SC Auctioneer, signed attestation that the licensee has the authority to make decisions affecting the manner in which the firm does business must be provided.
  - **Certificate of Existence/Authority:** (aka Certificate of Good Standing) Is issued by the SC Secretary of State and can be electronically requested at <https://businessfilings.sc.gov/BusinessFiling/Entity/Search>. Certificates must be within 6 months immediately preceding the application date.

- **Designation of Agent for Service (if applicable):** applicable to out-of-state firms.
- **Escrow/Trust Account Certification Affidavit**
- **Personal History Questions:** For each “Yes” answers in the Personal History Information, a completed Explanatory State 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.

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

- **Verification of Licensure:** Contact each state jurisdiction to which the firm is currently or has previously been licensed with and have the certificate of licensure sent directly to the Commission office via email at [contact.Auctioneers@llr.sc.gov](mailto:contact.Auctioneers@llr.sc.gov) or mail.

**3. Examination:** If an owner or manager of the firm is not a SC license auctioneer, once a completed application has been received and approved, the individual will be authorized to take the 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.

**4. Licensure:** Upon receipt of complete application, and if applicable a passing examination score from Prov, the Commission will issue the firm license. Licensees may validate license status on the Licensee Lookup Systems, <https://verify.llronline.com/LicLookup/Auctioneer/Auctioneer.aspx?div=29>.