



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Auctioneers' Commission

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llr.sc.gov/auc

### 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 a license when the following requirements are met:

1. Be at least 18 years of age or older.
2. Meet one of the following requirements:
  - Completed a one-year apprenticeship auctioneer program in South Carolina; or
  - Completed eighty (80) hours of Commission-approved instruction in auctioneering from a Commission-approved educational institution; or
  - Hold an active auctioneer license, in good standing in another state or jurisdiction that is substantially equivalent to South Carolina requirements.
3. A credit record satisfactory to the Commission. Report is pulled by the Commission following application submission.
4. Successfully pass the Auctioneers Examination. Applicants approved for Licensure by Endorsement may be exempt from the examination requirement.
5. Submit an official statewide background check from state(s) of residence within the preceding five (5) years.

#### **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:** \$410 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
  - **Education:** Copy of a certificate of completion or diploma from a Commission-approved educational institution showing 80 hours of instruction in auctioneering.
  - **[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](http://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](mailto:contact.Auctioneers@llr.sc.gov) or mail.
3. **Examination:** Once a completed application has been approved, applicants will be authorized to take the examination. The examination is administered by Prov, Inc. Applicants will not be authorized to take the exam until the 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 license. Licensees may validate license status on the Licensee Lookup Systems, <https://verify.llronline.com/LicLookup/Auctioneer/Auctioneer.aspx?div=29>.