

6. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL ADDRESS REQUIRED

City

State

Zip Code

➤ If you are using your **business** address, please include business name, full street address and any floor or suite numbers.

7. Contact Numbers

Primary Telephone

Alternate Telephone

Fax

8. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

9. Do you hold a **current** auctioneer license, certification or registration issued by any state or territory of the United States (outside of Virginia)?

No ☐ If no, you do not qualify for a license by reciprocity. Complete the [License by Examination Application](#).

Yes ☐ If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing* (dated within the last 60 days) from each state/jurisdiction.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

10. If you hold an **expired** license from the Virginia Auctioneers Board; did you perform any auctioneering activities in Virginia after your license expired?

No ☐ or NA ☐

Yes ☐ If yes, provide details below.

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11. Have you ever been found by any regulatory board, agency, or jurisdiction where licensed to have had a license or registration suspended, revoked or surrendered in connection with a **disciplinary action** (including Virginia)?

No ☐

Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

12. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? Any plea of *nolo contendere* shall be considered a conviction.

No ☐

Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a non-marijuana **misdemeanor**? Any plea of *nolo contendere* shall be considered a conviction.

No ☐

Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a **Virginia Auctioneer License**, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

13. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 6, of the *Code of Virginia* and the *Virginia Regulations Governing Auctioneers*.

Signature _____ Date _____

REQUIRED ATTACHMENT:

- ☐ A completed [Auctioneer Surety Bond Form](#) must be submitted along with this application prior to a license being issued.
- ☐ If a Fictitious or Trade Name will be used, a copy of the certificate filed with the State Corporation Commission or locality pursuant to §59.1-69 of the *Code of Virginia*.

Mail this application, along with your application fee to the address listed below.
Make checks payable to the *Treasurer of Virginia* or use the credit card payment form available
at <https://dpor.virginia.gov/FormsAndApplications> to the following address:

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233-1485