

Checklist for Auction Clerk License

Applicant, please file the following items, including this checklist, with the Public Service Commission for processing of a license.

SFN10459 Application for Auction Clerk License	Application for Auction Clerk License (completed, signed and notarized) <u>Must provide name & address of North Dakota federally insured bank or depository where trust account is maintained.</u>	<input type="checkbox"/>
SFN18743 Auctioneer/Auction Clerk Reference	Auctioneer/Auction Clerk Reference (2 completed, signed copies)	<input type="checkbox"/>
SFN10458 Auction Clerk Bond	\$10,000 Auction Clerk Surety Bond <u>Attorney-in-Fact must attach valid power of attorney from surety.</u>	<input type="checkbox"/>
License Fee	\$35 - Payable to "Public Service Commission"	<input type="checkbox"/>

**** IMPORTANT NOTICE TO APPLICANT ****

- An application must be filed at least 10 days prior to the first auction sale the applicant is to conduct or clerk.
- An auction clerk is required to have a written contract prior to the auction sale. See North Dakota Century Code § 51-05.1-04.1
- Every business organization or sole proprietor using a trade name must be registered and in good standing with the North Dakota Secretary of State. Please contact their office at www.nd.gov/sos/ or call them directly at 701-328-4284 for assistance with registering.

Public Service Commission office use only.

Name of Applicant:		
Reason application was returned or applicant was contacted.		Date
Application: completed, signed and notarized, explanations attached, NDSOS registration, name & address of trust account, questions answered appropriately		
\$35 License fee included		
References (completed and signed)		
\$10,000 Surety bond with attached valid power of attorney		