

## Checklist for New Bank Auction Clerk License

Items For Applicant	Applicants <b>MUST</b> complete and return <b>ALL</b> of the following items to the PSC for processing of the license.	Have you included the following?
SFN10460 Bank Auction Clerk License Application	Bank Auction Clerk License Application (signed and notarized) <b>Note: Please make sure you include the name and address of the trust account.</b>	<input type="checkbox"/>
Applicable Laws	\$35 License Fee Payable to “PSC”	<input type="checkbox"/>
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**\*\*\* IMPORTANT NOTICE TO APPLICANTS \*\*\***

- A complete application package must be submitted.
- You can not clerk at public auction unless and until a **complete** application packet is on file with the PSC at least **10 days before the first sale**.
- Auctioneers/Auction Clerks are required to have a written contract prior to the auction sale. (Copies of these contracts DO NOT need to be filed with the PSC.) See 51-05.1-04.1

*(For PSC Use Only—Please do not write below this line.)*

***Your application packet is incomplete. Please submit the following so your license can be issued.***

Items incorrect or missing:	Comments
SFN10459 Application for Bank Auction Clerk License, signed and notarized, including the name/address of trust account	
\$35 License Fee Payable to “PSC”	

Name of Applicant:	Date Returned:
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