

CHECKLIST FOR BANK AUCTION CLERK LICENSE

IMPORTANT NOTICE TO APPLICANTS

- Effective January 1, 2018, applications for a Bank Auction Clerk license **MUST** be completed online via the following link <https://www.psc.nd.gov/webapps/lars/login>. If you are unable to meet this requirement, please call the PSC at 701-328-2400 to request assistance.
- A COMPLETE application packet must be filed at least 10 days prior to the first auction sale the applicant is to clerk. N.D.C.C. § 51-05.1-01.1
- An auction clerk is required to have a written contract prior to the auction sale (copies of these contracts do not need to be submitted to the PSC). N.D.C.C § 51-05.1-04.1

Items for Applicant	All items MUST be completed and returned prior to application processing.	Complete
Bank Auction Clerk License Application SFN 10460	Applications for a Bank Auction Clerk License MUST be filled out electronically at: https://www.psc.nd.gov/webapps/lars/login You may find it helpful to fill the paper form out to use as a guide when completing your electronic application.	<input type="checkbox"/>
License Fee	The \$35.00 NON-REFUNDABLE license fee will be collected as the final step of your electronic application and is payable via credit card. The Commission currently accepts Visa, MasterCard or Discover Card.	<input type="checkbox"/>

For Commission Use Only		
Name of Applicant		
Items Incorrect or Missing	Comments	Date Returned
Bank Auction Clerk License Application SFN 10460		
License Fee		