

You may not conduct an auction in the State of Arkansas until your license has been approved and issued without specific approval for emergency action by the Board and you must be at least 18 years of age.

No application will be processed until all the necessary documents including background checks and fees have been received. Immediate notification is required of changes in name, address, etc. A fee of \$5.00 is required for business address changes.

You must be of good reputation, trustworthy, and competent to transact the business of an auctioneer, in such a manner as to safeguard the interest of the public. In furtherance of this requirement, each applicant for a license, shall provide two letters of reference to the Board which indicate the applicant is well known to the individual, that he/she is of good moral character and bears a good reputation for honesty, truthfulness and integrity. This can either be done by references listed on the application or by a separate letter.

There are 3 options:

1. To obtain an individual auctioneer's license when you are a resident of Arkansas you must submit the following:

- a. Completed and [notarized Application for Auctioneer License](#) which includes [form CM600](#). Please enclose a check or money order for \$100.00 for the exam fee made payable to AALB.
- b. Completed Arkansas State Police Identification [form ASP-122](#).
- c. Please contact the board office at 501-682-1156 or kelli.black@arkansas.gov to get the paperwork for your background check.
- d. A current photograph full-face, passport-type (2"x2") of head and shoulders taken within the past six months.
- e. Check or money order for \$200.00 made payable to AALB for license fee and recovery fund fee.
- f. Letters of good standing from all states in which you currently hold a license. (if any)
- g. Sit for written auctioneer exam and conduct a mock auction for oral exam.

All items listed above must be received in our office thirty (30) days prior to sitting for the exam or your application will be returned to you. Once you successfully complete the exam process, a license cannot be issued until our office has received a favorable background check. If an unfavorable background check is received, a letter will be sent to you stating your license is being denied. You may then request a waiver hearing before the board to plead your case.

2. To obtain an individual auctioneer's license when you are not a resident of Arkansas and do not hold a license in any other state OR hold a license in a state that has no reciprocal agreement with Arkansas you must submit the following:

- a. Completed and [notarized Application for Auctioneer License](#) which includes [form CM600](#) and enclose a check or money order for \$100.00 for the exam fee made payable to AALB.
- b. Completed Arkansas State Police Identification [form ASP-122](#) and enclose a check or money order for \$22.00 for state background check made payable to AALB.
- c. Completed FBI Fingerprint Cards (2) Please contact our office to request fingerprint cards be mailed to you by emailing kelli.black@arkansas.gov or call (501) 682-1156. Return the completed fingerprint

cards to our office with a check or money order for \$14.25 made payable to Arkansas State Police in payment of a federal background check.

- d. A current photograph full-face, passport-type (2"x 2") of head and shoulders taken within the past six months.
- e. Check or money order for \$200.00 made payable to AALB for a license fee and recovery fund fee.
- f. Letters of good standing from all states in which you currently hold a license.
- g. Completed and [notarized Consent to Service of Jurisdiction Form](#).
- h. Sit for written auctioneer exam and conduct a mock auction for oral exam.

[Download study material here.](#)

All items listed above must be received in our office thirty (30) days prior to sitting for the exam or your application will be returned to you. Once you successfully complete the exam process, a license cannot be issued until our office has received a favorable background check. If an unfavorable background check is received, a letter will be sent to you stating your license is being denied. You may then request a waiver hearing before the board to plead your case.

3. To obtain an individual auctioneer's license when you are not a resident of Arkansas, but hold a current license in a state where you currently reside and that State has a reciprocal agreement with Arkansas ([list of reciprocal states](#)) you must submit the following:

- a. Completed and [notarized Application for Auctioneer License](#) which includes [form CM600](#) and enclose a check or money order for license fee (please contact our office for fee amount) made payable to AALB.
- b. Completed Arkansas State Police Identification [form ASP-122](#) and enclose a check or money order for \$22.00 for state background check made payable to AALB.
- c. Completed FBI Fingerprint Cards (2) Please contact our office to request fingerprint cards be mailed to you by emailing kelli.black@arkansas.gov or by calling (501) 682-1156. Return the completed fingerprint cards to our office with a check or money order for \$14.25 made payable to Arkansas State Police in payment of a federal background check.
- d. A current photograph full-face, passport-type (2"x 2") of head and shoulders taken within the past six months.
- e. Check or money order for \$100.00 made payable to AALB for the recovery fund.
- f. Letters of good standing from all states in which you currently hold a license.
- g. Completed and [notarized Consent to Service of Jurisdiction Form](#).