

You may not operate an auction house 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. You must hire a licensed auctioneer to call the bids. 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 auction house owner, 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 auction house license when you are a resident of Arkansas you must submit the following:

- a.** Completed and notarized Application for Auction House License which includes form CM600 and enclose a check or money order for \$100.00 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 that fingerprint cards be mailed to you by emailing kristy.arnold@arkansas.gov or call (501)682-1156. You may leave a message with your full name, address and return phone number. When the cards are received, please seek assistance for fingerprints from your local sheriff, police or state police headquarters. Return the completed fingerprint cards to our office with a check or money order for \$19.25 made payable to Arkansas State Police in payment of a federal 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 a license fee and a recovery fund fee.
- f.** Letters of good standing from all states in which you currently hold a license.
- g.** Sit for written auction house exam (mock auction for oral exam not required).
[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. Your score will be sent to you in writing within 30 days after the exam. Once you successfully complete the exam

process, a license cannot be issued to you 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 auction house 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 Auction House License which includes form CM600 and enclose a check or money order for licensure 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 that fingerprints cards be mailed to you by emailing kristy.arnold@arkansas.gov or call (501)682-1156. You may leave a message with your full name, addresses and return phone number. When the cards are received, please seek assistance for fingerprints from your local sheriff, police or state police headquarters. Return the completed fingerprint cards to our office with a check or money order for \$19.25 made payable to Arkansas State Police in payment of a federal 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 \$100.00 made payable to **AALB** for a 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.

3. To obtain an auction house 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 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 that fingerprint cards be mailed to you by emailing kristy.arnold@arkansas.gov or call (501)682-1156. You may leave a message with your full name, address and return phone number. When the cards are received, please seek assistance for fingerprints from your local sheriff, police or state police headquarters. Return the completed fingerprint cards to our office with a check or money order for \$19.25 made payable to Arkansas State Police in payment of a federal 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 a license fee and a 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 auction house 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. Your score will be sent to you in writing within 30 days after the exam. Once you successfully complete the exam process, a license cannot be issued to you 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.