

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 9960 Mayland Drive, Suite 400
 Richmond, VA 23233
 (804) 367-8506
www.dpor.virginia.gov



Virginia Auctioneers Board

**AUCTIONEER FIRM LICENSE RENEWAL FORM
 RENEWAL FEE DUE \$65**

➔ **USE THIS FORM ONLY IF YOU DO NOT RECEIVE YOUR RENEWAL NOTICE FROM THE DEPARTMENT. THE RENEWAL NOTICE IS MAILED TO YOUR ADDRESS OF RECORD APPROXIMATELY 45 DAYS PRIOR TO THE EXPIRATION DATE ON YOUR LICENSE. YOUR LICENSE CANNOT BE RENEWED MORE THAN 90 DAYS PRIOR TO THE EXPIRATION DATE ON YOUR LICENSE.**

So that we may renew your certificate, complete **all** the following information. Please key the information directly onto the form or print clearly.

BUSINESS NAME: _____

FEDERAL TAX IDENTIFICATION NUMBER * -

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

LICENSE NUMBER: _____

STREET ADDRESS (PO Box not accepted) _____

Is this a new address? YES NO

If YES, your records will be updated with this address.

City State Zip Code

MAILING ADDRESS (PO Box accepted) _____

Is this a new address? YES NO

If YES, your records will be updated with this address.

City State Zip Code

LICENSE EXPIRATION DATE: _____

RENEWAL FEE DUE * _____

* **IMPORTANT:** If payment is not **received** within 30 days after the expiration date on your license, an additional \$25 late fee will be charged. If payment is not **received** within 6 months after the expiration date on your license, you must contact the Board office at (804) 367-8506 to get the appropriate forms to reinstate your license.

➔ Proof of current bond must be submitted in order to renew your auctioneer license. The bond must commence no later than the effective date of the license and shall expire no earlier than the date of expiration of the license.

 Signature (required)

 Date

Mail this form with your renewal fee, made payable to the *Treasurer of Virginia* or use the credit card payment form available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> to the following address:

Department of Professional and Occupational Regulation
 Post Office Box 29570
 Richmond, VA 23242-0570

| FOR OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | APPLICATION # | FILE# / LICENSE # | ISSUE DATE |
|---------------------|------|-----|------------|----------|---------------|-------------------|------------|
| | | | 2020 | | | 29 | |