



**Virginia Auctioneers Board**  
**AUCTION FIRM LICENSE RENEWAL FORM**  
**Fee \$65.00**

A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed [credit card insert](#) must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

➤ 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.

1. Provide your Virginia Auction Firm license number:

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

2. Firm/Business Name \_\_\_\_\_

3. Provide the Business Federal Employer Identification Number (FEIN): \_\_\_\_\_  
Federal Employer Identification Number (12-3456789)

4. Mailing Address (PO Box accepted) \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.  
**PHYSICAL ADDRESS REQUIRED**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

➤ Is this a **new** address? No  Yes  If yes, your address of record will be changed to the address listed above.

6. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone

7. Email Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.

8. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED ATTACHMENT:**

Proof of **current** Firm Surety Bond must be submitted in order to renew your auctioneer license. The Firm Surety Bond must commence no later than the effective date of the license and shall expire no sooner than the date of expiration of the license.

**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.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			2020		29	

Mail this form with your renewal fee, made payable to the *Treasurer of Virginia* or use the credit card payment form available at <https://dpor.virginia.gov/FormsAndApplications> to the following address:

Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233-1485