



## PISG Application Checklist

- ✓ **Follow** this checklist to help you complete the application process.
- ✓ **Retain** this checklist in your files to help you track your progress.

### 1. Completed Application:

1. Attached picture (passport quality)
2. Type of application designated
3. Current contact information full address and email address
4. Social Security number
5. All places of residence in the last 7 years
6. Name of firm (and license number if new qualifier)
7. Insurance information noted or "upon board approval" listed
8. Verification of experience detailing 4,000 hours of experience
9. Answer all Yes/No questions
10. Applicant affirmation signed and dated
11. Applicant affirmation signed and dated

### 2. Supporting Documentation:

1. Criminal Background Check from each City, County and State of Residence Within Previous Seven (7) Years
2. Fingerprint-Based Indiana State Police Criminal Background Check from MorphoTrust USA
3. DD-214 Form in lieu of criminal background check during 7 previous years
4. Proof of Limited Liability Insurance (unless waiting on Board approval)
5. Official Academic Transcripts (if applicable)
6. Corporate Filings (if applicable)
7. Verification(s) of Professional Licensure from each state where licensure is held or has been held (if applicable)

### 3. Application Fee \$300.00: (Payable to the *Indiana Professional Licensing Agency*)

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Mail Application, Supporting Documents and Application Fee to:

Indiana Professional Licensing Agency  
Attn: Indiana Auctioneer Commission  
402 West Washington Street, Room W072  
Indianapolis, IN 46204

#### Track Your Application

Mailed my application, supporting document and application fee (date): \_\_\_\_\_  
My application was received (date): \_\_\_\_\_  
Board meeting application review (date): \_\_\_\_\_  
My license number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_