

**State of Florida**  
**Department of Business and Professional Regulation**  
**Board of Auctioneers**  
**License Maintenance/Status Change Form**  
**Form # DBPR AU-4154**

**APPLICATION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your application to ensure faster processing.**

TRANSACTION	APPLICATION REQUIREMENTS
<b>Close Business</b>	<input type="checkbox"/> Complete Sections I, II and VII
<b>Address Change</b>	<input type="checkbox"/> Complete Sections I, III and VII.
<b>Address Change with Issuance of Updated License</b>	<input type="checkbox"/> Complete Sections I, III and VII. <input type="checkbox"/> Submit the \$25 fee. Make check payable to the Florida Department of Business and Professional Regulation.
<b>Request Duplicate License</b>	<input type="checkbox"/> Complete Sections I and VII. <input type="checkbox"/> Submit the \$25 fee. Make check payable to the Florida Department of Business and Professional Regulation.
<b>Name Change with Issuance of an Updated License</b>	<input type="checkbox"/> Complete Sections I, IV and VII. <input type="checkbox"/> Individuals must submit documentation supporting name change. See Section IV of Instructions. <input type="checkbox"/> Submit the \$25 fee. Make check payable to the Florida Department of Business and Professional Regulation.
<b>Renewal Request</b>	<input type="checkbox"/> Complete Sections I, VI and VII. <input type="checkbox"/> Submit the \$155 fee. Make check payable to the Florida Department of Business and Professional Regulation.
<b>Set License to Inactive</b>	<input type="checkbox"/> Complete Sections I, V and VII of this form. <input type="checkbox"/> Pay \$50 fee if not within renewal period (make check payable to the Department of Business and Professional Regulation).
<b>Set License to Active</b>	<input type="checkbox"/> Complete Sections I, V and VII of this form. <input type="checkbox"/> Pay \$50 fee (make check payable to the Department of Business and Professional Regulation).

**Please mail your completed application, documentation and required fee(s) to:**  
Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

**Instructions**

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

**Application Instructions**

- a. **Section I - Transaction Type**
  - i. Check only the applicable transaction(s) you are seeking.
- b. **Section II – Close Business**
  - i. This transaction allows a business to reflect the closed status with the Department.
  - ii. The section must be completed by the authorized representative. Mail the completed application to the address at the top of the form.
  - iii. There is no fee for this transaction; however, you must send your license back to the Department with this form.
- c. **Section III – Address Change**
  - i. This transaction allows a business or individual to change their current mailing and/or physical address.

- ii. Choosing this transaction will change the address on file with the Department but it will not issue an updated license with the new address information. If you wish to have an updated license issued, you must pay a \$25 fee and check the correct transaction type in Section I.
- iii. There is no fee for an address change without issuance of an updated license.
- d. **Section IV – Name Change**
  - i. This transaction allows a Business or Individual to change their registered name with the Department of Business and Professional Regulation.
  - ii. For a Business Name Change: Prior to applying for a name change with the Department, the name change must be registered with the Florida Department of State, Division of Corporations.
  - iii. For an Individual Name Change: A change of name requires submitting supporting legal documentation of name change (e.g. marriage license, court documents showing name change, divorce decree, etc).
  - iv. A new license will be mailed out to the current mailing address of record. Allow 10-15 business days for the new license to arrive once the request has been completed.
  - v. The fee for this transaction is \$25.00
- e. **Section V – Set to Active / Inactive**
  - i. Set to Active: This transaction is used to request that the license be reactivated outside the renewal cycle. The license has already been renewed in an “inactive” status but now the license wishes to place their license in an “active” status.
  - ii. Set to Inactive: This transaction is used to request that the license be put in “inactive” status outside the renewal cycle. A license can not be placed from “inactive” to “active” and then to “inactive” during one renewal cycle.
- f. **Section VI – Renewal Request**
  - i. This transaction allows the business or individual to renew their license should they fail to receive a renewal notice or the notice has been lost.
  - ii. Send your request with a check or money order payable to: Department of Business and Professional Regulation (DBPR).
  - iii. To avoid any late fees make sure the renewal is postmarked on or before the expiration date of the license.
  - iv. A late fee will be assessed to all renewals postmarked after the expiration date.
  - v. The fee for this transaction is \$155.00
- g. **Section VII - Affirmation by Written Declaration**
  - i. The applicant must read and sign the affirmation by written declaration.
  - ii. If the applicant fails to sign the affirmation statement, the Department will not process the application.

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**Maintenance Form/Status Change**  
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**Section I – Transaction Types**

CHECK ONLY ONE OF THE APPLICATION TYPES (Multiple transactions can be completed on this form)	
<input type="checkbox"/> <b>Close Business</b> (Complete Sections I, II and VII) [xxxx] <input type="checkbox"/> <b>Address Change</b> (Complete Sections I, III and VII) [9006] <input type="checkbox"/> <b>Address Change with Issuance of Updated License -</b> (Complete Sections I, III and VII) [8001] <input type="checkbox"/> <b>Request Duplicate License –</b> (Complete Sections I and VII) [8001] <input type="checkbox"/> <b>Name Change with Issuance of Updated License –</b> (Complete Sections I, IV, and VII) [8001] <input type="checkbox"/> <b>Renewal Request —</b> (Complete Sections I, VI and VII) [2020] <input type="checkbox"/> <b>Set License to Inactive –</b> (Complete Sections I, V and VII) [4020] <input type="checkbox"/> <b>Set License to Active from Inactive –</b> (Complete Sections I, V and VII) [3020]	
APPLICATION TYPE	
<input type="checkbox"/> Individual License Number:	<input type="checkbox"/> Business License Number:
CONTACT INFORMATION	
Name:	Phone Number: (    )    -
Email Address:	

**Section II – Close Business**

BUSINESS INFORMATION
Name of Business:

**Section III – Address Change**

NEW PHYSICAL ADDRESS		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
NEW MAILING ADDRESS		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	

**Section IV –Name Change**

NAME CHANGE INFORMATION	
If this transaction is for changing the company’s name, entities registered with the Department of State/Division of Corporations must change their name there prior to making this request.	
If this transaction is for changing a personal name, the individual must submit supporting legal documentation of the name change with this completed form (e.g. marriage license, court documents showing name change, divorce decree, etc).	
Company/Individual Name (previous)	
Company/Individual Name (new)	

**Section V – Set License to Inactive/Active (This only applies to the individual license only)**

LICENSEE INFORMATION		
Set License to:	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive

**Section VI –Renewal Request**

If this transaction is for renewing a Company license, entities registered with the Department of State/Division of Corporations must have a valid registration with them in order to be renewed.	
License Number:	
License Name:	

**Section VII – Affirmation By Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b>	
Signature:	Date:
Print Name:	