



**CITY OF BOULDER  
AUCTION LICENSE APPLICATION**

Please refer to the Online CSS Application Submission Instructions for filing your application and paying of application fees. For BACKGROUND CHECK fees you will be invoiced separately by City Licensing Staff.

**2022 FEE: \$95.00 + \$7 per person for background**

You must apply at least 2 weeks prior to the auction and you cannot begin business in Boulder until you have your auction license and city sales tax license issued. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

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Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Include Street, PO Box, City, State & Zip)

Trade Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Include Street, PO Box, City, State & Zip)

Business owned by:       Individual       Partnership       Corporation       LLC

**If an individual or partnership, provide the following information:**

_____		
Name	Home Address (City/State/Zip)	Date of Birth
_____		
Name	Home Address (City/State/Zip)	Date of Birth
_____		
_ Name	Home Address (City/State/Zip)	Date of Birth

**If LLC or corporation, provide the following information:**

President/Manager: _____			
	Name	Home Address (City/State/ZIP)	Date of Birth
_____			
Vice-Pres/Member:	Name	Home Address (City/State/ZIP)	Date of Birth
_____			
Secretary/Member:	Name	Home Address (City/State/ZIP)	Date of Birth
_____			
Treasurer/Member:	Name	Home Address (City/State/ZIP)	Date of Birth
_____			

Location and Dates of Auction(s): \_\_\_\_\_  
(Business Name and Address – Phone Number- Auction Dates)

Auctioneer Information: \_\_\_\_\_  
Legal Name (City-State) Date of Birth

**Surety Bond Information:** Posting a surety bond in the amount of no less than \$1,000.00, payable annually following any auction to any person suffering a loss as the result of purchasing merchandise at such auction that is later determined to be stolen or otherwise not legally subject to sale by the auctioneer.

**Auctioneer Information:** The Auctioneer must provide proof of possessing a diploma from an accredited auctioneer college or certification from the Auction Marketing Institute, a training division of the National Auctioneers Association. We will also accept an auctioneer's licensed by any state governmental agency.

Have you applied for a City of Boulder Sales and Use Tax for Business License?  Yes  No

If you answered "yes," when did you file your Business license application? \_\_\_\_\_  
(month-year)

Have you included your \$500 sales tax deposit or provided it directly to Sales Tax?  Yes  No

If you answered "no," please contact the Sales Tax staff at: 303-441-3050. Please note that an auction license will not be issued until proof of applying for and/or receiving a city sales tax license is provided.

**OATH OF APPLICANT**

I hereby certify under penalty of perjury in the second degree, that the above statements and all attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name, Title & Date

**FOR OFFICE USE ONLY**

**Sales Tax Recommendation:** [ ] Approve [ ] Deny Date Sent: \_\_\_\_\_

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Background Check Recommendation:** [ ] Approve [ ] Deny Date Sent: \_\_\_\_\_

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_