



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS



ATHLETE AGENT CERTIFICATE OF REGISTRATION: RENEWAL BUSINESS APPLICATION

Mailing Address
P.O. Box 5757
Columbia, SC 29250-5757

S.C. Code Ann. § 59-102-10 et seq. (Supp. 2013)
www.consumer.sc.gov
803-734-4209/800-922-1594

Street Address
2221 Devine St., Ste. 200
Columbia, SC 29205-2418

A. ALL APPLICANTS MUST SUBMIT:

I. APPLICATION FORMS:

- 1.) Athlete Agent Certificate of Registration **Renewal** Application **AND**
- 2.) Athlete Agent Employee Form(s)/ Employee Renewal Form - *These forms must be completed by all Athlete Agents expected to solicit or continue to solicit student athletes, OR*
- 3.) *Alternate Documents (See D Below)

II. FEE : A Licensing Fee of \$300 per Agent.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IF NOT DONE PREVIOUSLY:

III. CONTRACT : A Copy of the Agency Contract- *This contract must comply with Section 59-102-100 of the UAAA of 2004.*

IV. BUSINESS RECORDS:

South Carolina businesses must also submit:

- 1.) a copy of your ARTICLES OF INCORPORATION or ARTICLES OF ORGANIZATION or AGREEMENT, and
- 2.) a certified copy of the last CERTIFICATE OF EXISTENCE, dated not more than 180 days prior to the date of the application, issued by the South Carolina Secretary of State;

Out of State businesses must also submit:

- 1.) a copy of your ARTICLES OF INCORPORATION or ARTICLES OF ORGANIZATION or AGREEMENT, and
- 2.) a certified copy of a Certificate of Authority to Transact Business in the State of South Carolina.

Applications for and Copies of Articles, Certificates of Existence, and Certificates to Transact Business may be obtained by contacting the South Carolina Secretary of State's Office at (803) 734-2158 or www.scsos.com.

- B. Upon review of the completed application packet, the Department will:
- 1.) inform the applicant that a Certificate of Renewal will be issued; or
 - 2.) deny issuance of a Certificate.

C. **RENEWAL :** The Certificate MUST BE **RENEWED BIENNIALY 45 (forty-five) days prior to the expiration.**

D. * **OUT OF STATE APPLICATION :** Applicants who have filed for renewal in other states may submit **a copy of that application** and **certificate** received instead of submitting an application in the form prescribed pursuant to subsection (A)(I) above, IF the following circumstances are met:

- 1.) The applicant applied for renewal and holds a certificate, registration, or licensure as an athlete agent in another state;
- 2.) The application was submitted in the other state within six months preceding the submission of the application in this State and the applicant certifies that the information contained in the application is current;
- 3.) The application contains information substantially similar to or more comprehensive than that required in an application submitted in this State; and
- 4.) The application was signed by the applicant under penalty of perjury.

Make Checks Payable To:

South Carolina Department of Consumer Affairs

Send Completed Applications To:

**SCDCA: Athlete Agents
P.O. Box 5757
Columbia, SC 29250-5757**

