



# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS



**Mailing Address**

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

## ATHLETE AGENT ORGANIZATION INSTRUCTIONS FOR RENEWAL APPLICATION

S.C. Code Ann. § 59-102-10 *et seq.*  
(803) 734-4251 | [www.consumer.sc.gov](http://www.consumer.sc.gov) | (803) 734-4200

**Street Address**

293 Greystone Boulevard, Ste. 400  
Columbia, SC 29210-8004

**IMPORTANT:** Complete the Athlete Agent Organization Renewal Application and any additionally required forms in their entirety. Incomplete, illegible or faxed applications will not be accepted. Incomplete information could result in the delay or denial of your application. Please print or type the application information.

**\*Application is not complete without the filing fees. Make checks payable to S.C. Department of Consumer Affairs.\***

### GENERAL INFORMATION

Pursuant to the Uniform Athlete Agents Act of 2018, all athlete agents operating in South Carolina must be licensed through the Department, and must renew their license every two (2) years thereafter. Renewal applications must be sent no later than 45 days prior to the expiration date.

### FILING REQUIREMENTS

**Application Forms**

Applicants must submit the forms required in either subsection (1) or (2):

1. South Carolina specific forms provided by the Department, which include:
  - a. Athlete Agent Organization Renewal Application;
  - b. Athlete Agent Employee Renewal Application(s); AND
  - c. Athlete Agent Employee Initial Application(s) (if applicable)
2. Out-of-State Application
  - a. Applicants who have filed for renewal in another state may submit a copy of that application and certificate/license received in lieu of submitting the documents above if all of the following criteria are met:
    - i. The applicant applied for renewal and holds a certificate, registration or license as an athlete agent in a state;
    - ii. The application was submitted to the state within six months preceding the submission of the application to this State;
    - iii. The application contains information substantially similar to or is more comprehensive than the South Carolina application forms;
    - iv. The application was signed by the applicant under penalty of perjury; AND
    - v. The applicant certifies that the information contained in the application is current and accurate.

**Application Fees**

All requisite fees must accompany the application. The Application Fee is:

- **\$700 per renewing agent;** and
- **\$1,500 per new agent**

**Contract**

(If not previously submitted)

A copy of the Agency Contract must be submitted with the filing packet. This contract must comply with the requirements set forth in S.C. Code Ann. § 59-102-100.

**Business Records**

(If not previously submitted)

South Carolina businesses must submit the following business records with their filing packet:

1. A copy of the 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 submit the following business records with their filing packet:

1. A copy of the Articles of Incorporation or Articles of Organization or Agreement; and
2. A certified copy of the Certificate of Authority to Transact Business in the State of South Carolina.



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**Street Address**

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Columbia, SC 29210-8004

**IMPORTANT:** Print legibly or type information requested on this form in its entirety. Illegible or faxed applications will not be accepted. Incomplete information could result in delay or denial of your application. When completing the application, attach additional pages as necessary.

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### GENERAL INFORMATION

Business Name  
(Headquarters/Main)

\_\_\_\_\_

DBA

\_\_\_\_\_

Registration No.

\_\_\_\_\_

Type of Business  
(check one and provide  
FTIN or SSN in box to  
right)

- Corporation       Limited Liability Company  
 Limited Partnership     Limited Liability Partnership



Fed Tax ID No. (last 4)

\_\_\_\_\_

Are you in good standing with the Secretary of State's Office?

Yes     No

- General Partnership     Sole Proprietorship



SSN (last 4)

\_\_\_\_\_

Physical Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Mailing Address

(If different from above)

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Website Address

\_\_\_\_\_

Designated/Registered  
Agent\*

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

*\*The designated/registered agent is the person designated to receive any legal documents served on your business.*

Contact Person\*\*

\_\_\_\_\_

Telephone No.

( ) -

E-mail Address

\_\_\_\_\_

Fax No.

( ) -

*\*\*The contact person is the person the Department will call with any questions about the application.*

## QUESTIONS

1. Has there been any change to the partners, members, managers, associates, profit-sharers, officers, directors or any shareholders of the business having an interest of 5% or greater??  Yes  No  
*If "Yes," attach complete details of the change, including the name, address and position of the new person.*
  
  2. Has there been any change to the answers provided in the *Questions* section of the organization's initial application?  Yes  No  
*If "Yes," attach complete details.*
  
  3. Has the list of athlete agents expected to solicit or recruit or assist in soliciting or recruiting student athletes in South Carolina changed?  Yes  No  
*If "Yes," attach complete details, including the name and address of the new agents.*  
**NOTE:** New agents must complete a separate Athlete Agent Employee Initial Application.  
Sustaining agents must complete an Athlete Agent Employee Renewal Application.
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## OTHER ATTACHMENTS

Please use list below to verify your application packet is complete. Incomplete packets could result in delay or denial of your application.

- Requisite Filing Fees:
    - \$700 per renewing agent
    - \$1,500 per new agent
  - Complete Athlete Agent Employee Renewal Application for each renewing agent
  - Complete Athlete Agent Employee Initial Application for each new agent
  - Articles of Incorporation/Organization/Agreement (if not previously submitted)
  - South Carolina Secretary of State Certificate (if not previously submitted)
  - Copy of Agency Contract (if not previously submitted)
- 

The undersigned warrants that his or her signature is duly authorized and delivered by and for the business for which s/he signs. The undersigned swears or affirms and certifies that all information contained in this form and any attachments to this form is true, accurate, and complete.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**The South Carolina Freedom of Information Act may require the Department to release a copy of your filing as a public record. Personal identifying information will be released only if required by law.**