

**APPLYING/RENEWING AN ATHLETE AGENT LICENSE IN WEST VIRGINIA  
ACCORDING TO THE UNIFORM ATHLETE AGENTS ACT  
Chapter 30, Article 39 of the WV Code**

All athlete agents are required to register with the Secretary of State's office prior to entering into a contract with a student-athlete or directly or indirectly recruiting or soliciting a student-athlete to enter into an agency contract. An athlete agent does NOT include a spouse, parent, sibling, grandparent, or guardian of the student-athlete or an individual acting solely on behalf of a professional sports team or organization.

A certificate of registration as an athlete agent is valid for two (2) years.

**Fees: \$50.00 original application  
\$10.00 renewal application**

Complete all sections of the application. You may attach any additional information as required.

**SECTION I: APPLICANT INFORMATION**

**SECTION II: BUSINESS INFORMATION**

Question #9 – If your business is...

NOT a corporation = *list must include partners, members, officers, managers, associates, or profit-sharers of the business*

A corporation = list *must include officers, directors and any shareholders having an interest of 5% or more*

**SECTION III: EDUCATION/TRAINING INFORMATION**

**SECTION IV: ADMINISTRATIVE/COURT PROCEEDING INFORMATION**

When considering an application for an athlete agent, the following are considered:

Has the applicant or any person named in **SECTION II: Business Information** of the application:

1. Been convicted of a crime that, if committed in this state, would be a crime involving moral turpitude or a felony;
2. Made a materially false, misleading, deceptive, or fraudulent representation in the application or as an athlete agent;
3. Engaged in conduct that would disqualify the applicant from serving in a fiduciary capacity;
4. Engaged in conduct prohibited by section fourteen of this article;
5. Had a registration or licensure as an athlete agent suspended, revoked, or denied or been refused renewal of registration or licensure as an athlete agent in any state;
6. Engaged in conduct, the consequence of which, was that a sanction, suspension, or declaration of ineligibility to participate in an interscholastic or intercollegiate athletic event was imposed on a student-athlete or educational institution; or
7. Engaged in conduct that significantly adversely reflects on the applicant's credibility, honesty or integrity.

In making a determination in regard to the above information, the Secretary of State shall consider:

1. How recently the conduct occurred;
2. The nature of the conduct and the context in which it occurred; and
3. Any other relevant conduct of the applicant.

**SECTION V: CLIENT INFORMATION**

**SECTION VI: PERSONAL REFERENCES**

**SECTION VII: OATH/AFFIRMATION**

*\*A civil penalty up to \$25,000 may be assessed for a violation of the Uniform Athlete Agents Act.*

*\*Upon receipt in the Secretary of State's office, all applicants for athlete agent are public information.*

### **Prohibited Conduct of an Athlete Agent (WV Code 30-39-14)**

An athlete agent, with the intent to induce a student-athlete to enter into an agency contract, may not: *(the following actions are felonies)*

1. Give any materially false or misleading information or make a materially false promise or representation;
2. Furnish anything of value to a student-athlete before the student-athlete enters into the agency contract; or
3. Furnish anything of value to any individual other than the student-athlete or another registered athlete agent.

An athlete agent may not intentionally: *(the following actions are misdemeanors)*

1. Initiate a contract with a student-athlete unless registered under this article;
2. Refuse or fail to retain or permit inspection of the records required to be retained by section thirteen of this article;
3. Fail to register when required by section four of this article;
4. Provide materially false or misleading information in an application for registration or renewal of registration;
5. Predate or postdate an agency contract; or
6. Fail to notify a student-athlete before the student-athlete signs or otherwise authenticates an agency contract for a particular sport that the signing or authentication may make the student-athlete ineligible to participate as a student-athlete in that sport.

### **Contract Information (Required WV Code 30-39-10)**

All agency contracts must contain the following in boldface type in capital letters.

#### **WARNING TO STUDENT-ATHLETE IF YOU SIGN THIS CONTRACT:**

- 1. YOU MAY LOSE YOUR ELIGIBILITY TO COMPETE AS A STUDENT-ATHLETE IN YOUR SPORT;**
- 2. IF YOU HAVE AN ATHLETIC DIRECTOR, WITHIN 72 HOURS AFTER ENTERING INTO THIS CONTRACT, BOTH YOU AND YOUR ATHLETE AGENT MUST NOTIFY YOUR ATHLETIC DIRECTOR; AND**
- 3. YOU MAY CANCEL THIS CONTRACT WITHIN 14 DAYS AFTER SIGNING IT. CANCELLATION OF THIS CONTRACT MAY NOT REINSTATE YOUR ELIGIBILITY.**

**If you have any questions, please contact...**

#### **West Virginia Secretary of State**

Attention: Licensing Division  
1900 Kanawha Blvd., East  
Bldg. 1, Ste. 157-K  
Charleston, WV 25305

Phone: (304) 558-8000  
Toll Free: 1-866-767-8683  
Email: [licensing@wvsos.gov](mailto:licensing@wvsos.gov)  
Website: [www.wvsos.gov](http://www.wvsos.gov)

**APPLICATION FOR REGISTRATION  
AS AN ATHLETE AGENT**  
Form AAR-1  
Rev. 11/2017



**West Virginia Secretary of State**  
Business & Licensing Division  
Tel: (304)558-8000  
Fax: (304)558-8381  
Website: [www.wvsos.gov](http://www.wvsos.gov)  
Email: [licensing@wvsos.gov](mailto:licensing@wvsos.gov)

**Fees: \$50.00 original application  
\$10.00 renewal application**

**SECTION I: APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_  
2. Residence Address: \_\_\_\_\_  
3. Residence Phone: \_\_\_\_\_  
4. Birthdate: \_\_\_\_\_ 5. Social Security Number: \_\_\_\_\_

**SECTION II: BUSINESS INFORMATION**

6. Business Name: \_\_\_\_\_  
7. Business Address: \_\_\_\_\_

8. Business Phone: \_\_\_\_\_

**9. Business Officers:**

*If your business is not a corporation, please list the names & addresses of the partners, members, officers, managers, associates or profit-sharers of the business.*

*If your business is a corporation, please list the officers, directors or any shareholders having an interest of 5% and greater.*

Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_

Address: \_\_\_\_\_

10. Business/occupation engaged in within previous five (5) years: \_\_\_\_\_

**SECTION III: EDUCATION/TRAINING INFORMATION**

11. Please list any formal training as an athlete agent: \_\_\_\_\_

12. Please list any practical experience as an athlete agent: \_\_\_\_\_

13. Please list educational background: \_\_\_\_\_

**SECTION IV: ADMINISTRATIVE/COURT PROCEEDING INFORMATION**

**14. Have you ever been convicted of a crime involving moral turpitude or any felony in any state during the past ten (10) years?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**15. Have you ever been sued by an athlete?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**16. Have you ever filed bankruptcy?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**17. Has any surety bond on which you were covered been required to pay any money on your behalf?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**18. Have you ever been named in an administrative or judicial determination of false, misleading or deceptive fraudulent representation?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**19. Have you ever had a professional license, certificate or registration denied, suspended or revoked by any other state? \_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**20. Have you ever had any sanction, suspension or disciplinary action as a result of occupational or professional conduct or conduct resulting in sanction, suspension or declaration of ineligibility of a student-athlete or educational institution?\_\_\_\_\_ If yes, please provide details.\_\_\_\_\_**

---

---

---

**SECTION V: CLIENT INFORMATION**

21. Please provide the name, sport and last known team for each individual for whom you have acted as an athlete agent during the previous five years.

Name: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Team: \_\_\_\_\_

Name: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Team: \_\_\_\_\_

Name: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Team: \_\_\_\_\_

Name: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Team: \_\_\_\_\_

Name: \_\_\_\_\_  
 Sport: \_\_\_\_\_ Team: \_\_\_\_\_

**SECTION VI: PERSONAL REFERENCES**

22. Please provide the names and addresses of three individuals who are not related to you as references.

1) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

2) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

3) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**SECTION VII: OATH / AFFIRMATION**

State of \_\_\_\_\_, County of \_\_\_\_\_ .

I, \_\_\_\_\_, do hereby certify under penalty of law, that the information contained herein is true, correct and complete to the best of my knowledge. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my application could be rejected or my certification revoked by the Secretary of State.

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

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires on \_\_\_\_\_ .

X \_\_\_\_\_  
 Signature of Notary Public

(notary seal)