

3.0 PERSONAL CHECKLIST

Proposer's Full Legal Name _____

Proposer Number (BMV use only) _____

INSTRUCTIONS: You must submit one original and one copy of this form and all documents listed on this form as appropriate based on your status as a proposer (individual, county auditor, clerk of courts or nonprofit corporation). Even if you are submitting more than one proposal, only one original and one copy of these forms are required. Please place these forms in a separate envelope marked "Personal Documents."

INDIVIDUAL		✓	BMV	COUNTY AUDITOR OR CLERK OF COURTS		✓	BMV	NONPROFIT CORPORATION		✓	BMV
Form 3.0 Personal Checklist (this form)				Form 3.0 Personal Checklist (this form)				Form 3.0 Personal Checklist (this form)			
Form 3.1 Personal Questionnaire				Form 3.1 Personal Questionnaire				Form 3.1 Personal Questionnaire			
Form 3.2 Business and Employment Experience				Forms 3.2 Business and Employment Experience				Forms 3.2 Business and Employment Experience			
Form 3.3 Customer Service Experience				Form 3.3 Customer Service Experience				Form 3.3 Customer Service Experience			
Form 3.4 Start-Up Cost Funds on Deposit				N/A		X	1	Form 3.4 Start-Up Cost Funds on Deposit			
Form 3.5 Political Contributions Report				N/A		X	1	Form 3.5 Political Contributions Report Nonprofit Corporation			
N/A	X		1	N/A		X	1	Form 3.5 Political Contributions Report Chief Executive Officer			
Form 3.6 Personnel Policy Summary				Form 3.6 Personnel Policy Summary				Form 3.6 Personnel Policy Summary			
Comprehensive Personnel Policy				Comprehensive Personnel Policy				Comprehensive Personnel Policy			
Form 3.7 Security Plan Summary				Form 3.7 Security Plan Summary				Form 3.7 Security Plan Summary			
Form 3.8 Facility Maintenance Plan Summary				Form 3.8 Facility Maintenance Plan Summary				Form 3.8 Facility Maintenance Plan Summary			
Form 3.9 Acceptance of Credit and Debit Cards				Form 3.9 Acceptance of Credit and Debit Cards				Form 3.9 Acceptance of Credit and Debit Cards			
Form 3.10(A) Affidavit of Individual				Form 3.10(B) Affidavit of Auditor or Clerk of Courts				Form 3.10(C) Affidavit of Nonprofit Corporation			
2012 Credit Report				N/A		X	1	Articles of Incorporation			
2012 Local Law Enforcement Report				2012 Local Law Enforcement Report				2012 Certificate of Good Standing			
2012 WebCheck Receipt				2012 WebCheck Receipt				N/A	X		1
Pre-approval Statement for \$25,000 Bond				Current Bond with BMV added as Additional Insured				Pre-approval Statement for \$25,000 Bond			
INDIVIDUAL				COUNTY AUDITOR OR CLERK OF COURTS				NONPROFIT CORPORATION			