# 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** | | |