

3.0 Personal Checklist

Proposer Name _____ **Home Phone** () _____
Address _____ **Daytime Phone** () _____
City _____, **Ohio** **Zip Code** _____
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 Deposit			N/A	X	1	Form 3.4 Start-Up Deposit		
Form 3.5 Political Contribution			N/A	X	1	Form 3.5 Political Contribution Nonprofit Corporation		
Form 3.6 Personnel Summary			Form 3.6 Personnel Summary			Form 3.5 Political Contribution Chief Executive Officer		
Form 3.7 Security Summary			Form 3.7 Security Summary			Form 3.6 Personnel Summary		
Form 3.8 Facility Summary			Form 3.8 Facility Summary			Form 3.7 Security Summary		
Form 3.9 Acceptance of Credit Cards and Debit Cards			Form 3.9 Acceptance of Credit Cards and Debit Cards			Form 3.8 Facility Summary		
Form 3.10 (A) Affidavit of Individual			Form 3.10 (B) Affidavit of Auditor or Clerk of Courts			Form 3.9 Acceptance of Credit Cards and Debit Cards		
Comprehensive Personnel Policy			Comprehensive Personnel Policy			Form 3.10 (C) Affidavit of Nonprofit Corporation		
2010 Credit Report			N/A	X	1	Comprehensive Personnel Policy		
2010 Local Law Enforcement Report			2010 Local Law Enforcement Report			Articles of Incorporation		
2010 WebCheck Receipt			2010 WebCheck Receipt			2010 Certificate of Good Standing		
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		