

# REQUEST FOR QUOTATION

## DPS 18-07

### DATE Issued: 01/10/18

The State of Ohio, through the Ohio Department of Public Safety (ODPS) is requesting a quotation for:

## BMV Record Conversion Pilot Project

**Signed quotations must arrive by 3:00 p.m. February 1, 2018.**

Send to:

Jeffrey S. Shadburn  
Chief, Procurement Services / RFQ 18-04  
Ohio Department of Public Safety  
1970 W. Broad St., 5<sup>th</sup> Floor  
Columbus, Ohio 43223  
614-752-7876 (phone)

Quotes will be accepted by mail or dropped off to the ODPS facility Mail Room on the South end of the Building.

**Faxed and e-mail quotations will not be accepted.**

### Estimated Schedule:

RFQ Release	January 11, 2018
Inquiry Period Begins	January 11, 2018
Inquiry Period Ends	January 25, 2018 at 8:00 a.m. EST
RFQ opening	February 1, 2018 at 3:00 p.m. EST
Evaluations / Interviews Conducted	February 1, thru February 8, 2018
Anticipated Award Date	February 15, 2018

# BMV Record Conversion Pilot Project

## Scope of Work

### I. Purpose

This contract is to provide record / document imaging and indexing services for a pilot project for the Ohio Department of Public Safety (ODPS) / Bureau of Motor Vehicles (BMV) records from the Deputy Registrar's locations throughout the state of Ohio. The BMV Record Conversion Pilot Project (known as RCPP) will be used to determine the feasibility of expanding the project to all Deputy Registrar locations in Ohio. The ultimate goal is the elimination of a large portion of the boxed records stored in the Record Retention area at the ODPS Alum Creek Facility (ACF) warehouse. For the purposes of the RCPP, records will be limited to selected records from the inventory delivered to the ACF warehouse located at 1583 Alum Creek Dr., Columbus, OH 43209. The records will be packed and ready for pick-up from the ACF. The records selected for the RCPP will be obtained from the Franklin County Deputy Registrars and Drivers Exam stations.

### II. Background

Currently, records from daily transactions performed at the Deputy Registrars (DR) are delivered in record retention boxes to the ACF warehouse. Each box is labeled with a tracking number obtained from the ODPS Record Center. Labels include the following: Tracking Number, Bar Code, Agency Number, Description of records, and the Start and End Dates of the records contained in the box.

<b>ODPS Record Center</b>	
<b>DR25030395</b>	
<small>AGENCY NUMBER</small>	2503
<small>DESCRIPTION</small> DL/ID APPLICATIONS	
<small>START DATE</small>	<small>END DATE</small>
10/9/2013	10/16/2013

The records contained in the record retention boxes are grouped by the day the transaction occurred at the Deputy Registers office. Each group of records consists of multiple packets of documents which are to be converted to an electronic file for the purpose of record retention. The electronic file containing the converted records will be delivered to the ACF at the same time that the records are returned to ODPS. ODPS will be responsible to verify that the converted records are accurate and accessible as electronic files.

The electronic files will be governed by the record retention schedule Ohio Administrative Code (OAC) 4501.021 shown below.

### III. BMV Records Retention OAC

The OAC section that governs retention of BMV records is 4501.021.

Background – records retention for BMV

#### **4501.021 Management of bureau records.**

(A) Notwithstanding sections 149.33 to 149.34 of the Revised Code, the registrar of motor vehicles shall determine the methods for obtaining, collecting, recording, and maintaining the records of the bureau of motor vehicles and of deputy registrars that pertain to driver's or commercial driver's licenses, identification cards, and vehicle registrations, including photographic or digitalized images, and electronic or digitalized signatures. The registrar may choose methods including paper, film, digital or other electronic media, or any other media that reasonably allows for recording, maintaining, and retrieving the records in a reliable manner.

(B) The registrar of motor vehicles may dispose of all records of the Bureau of Motor Vehicles pursuant to section 149.34 of the Revised Code.

The disposal of all records shall not take place when the registrar has received notice that a court case or other legal action is pending involving such records.

Any surplus from the sale of such records, after paying the cost of administering the destruction or sale of such records, shall be paid into the state treasury.

(C) Each deputy registrar shall retain in the deputy registrar's office a file containing copies of all records and transactions performed for the bureau. Copies of motor vehicle registration applications shall be retained for a period of eighteen months from the date of the record or transaction, whichever is later; copies of driver's license or identification card applications shall be retained for a period of four years from the date of the record or transaction, whichever is later; and all other records shall be retained for a period of three years from the date of the record or transaction, whichever is later. The retained records shall be available for public examination, but no person may make copies of the records for sale or distribution.

Effective Date: 10-21-1997; 09-16-2004.

### IV. Record and Document Types

1. The records for RCPP will be one (1) of the following sizes 8 ½ "x 11", 5 x 11", and 8 ½" x 14" including supporting documentation of various sizes such as notes, identification documentation, and copies of licenses.
2. The records may include notes, paperclips, staples, tabs, rubber bands, tape, and document separators.

3. The records include original and / or copies of the ODPS / BMV Certificate for Vehicle Registration and Application for Driver's License or ID card and supporting documentation.
4. The table below corresponds to the Scoring Matrix / Pricing Sheet

#	Item Description of Work	Record types Group / Packets include at least one (1) record, either The Driver's License Application or Vehicle Registration Application. The Group / Packets may include supporting documentation.
3	<b>Driver's License Application</b>	Application for Drivers License or ID Card <ul style="list-style-type: none"> <li>➤ Driver's License Application</li> <li>➤ Copy of Ohio Driver's License</li> <li>➤ I-797A Notice of Action</li> <li>➤ Letters</li> <li>➤ Copy of Social Security Card</li> <li>➤ United States Passport</li> <li>➤ United States Visa</li> <li>➤ Petition for Name Change from Homeland Security / U.S. Citizenship and Immigration Services</li> <li>➤ Registration Information and Authorization to Register from ODPS / BMV</li> <li>➤ Correspondence</li> <li>➤ Application for Disability Placards</li> <li>➤ Permanent Resident or Temporary ID Cards</li> <li>➤ Petition for a nonimmigrant worker U. S. Citizenship and Immigration Services</li> <li>➤ Other Documentation</li> </ul>
4.	<b>Vehicle Registration Application</b>	Vehicle Registration Application <ul style="list-style-type: none"> <li>➤ Certificate of Registration</li> <li>➤ Certificate of Origin for a Vehicle</li> <li>➤ Affidavit for Registration / Registration information and Authorization to Register</li> <li>➤ General Power of Attorney</li> <li>➤ Petition for a nonimmigrant worker U. S. Citizenship and Immigration Services</li> </ul>
5.	<b>Other Records (Reports)</b>	Other Records from the Deputy Registrars Locations – For the purposes of the RCPP, other Records such as reports will <b>not</b> be scanned to an electronic version. The records will be returned to the ACF without being converted to the electronic system.

## V. Document Packets and Record Retention Boxes

1. The records contained in the record retention boxes are bundled together by the date that the transaction occurred at the Deputy Registers office. Each bundle is separated by using a rubber band or binder clip. Each bundle contains packets of records for a single days transactions.
2. Each packet of documents for a signal transaction will contain the primary document and all supporting documents attached with staples or paper clips. A single packet should contain one of the following: a Driver's License Application with supporting documents, a Vehicle Registration with supporting documentation, or another type of record or document (such as a report).
3. The records include applications and supporting documentation for all the transactions performed by the Deputy Registrars. The records may also include; driver's or commercial driver's licenses, identification cards, and vehicle registrations, including photographic or digitalized images, and electronic or digitalized signatures.
4. Each Record Retention Box is marked on the outside of the box as to the type of records or documents contained in that box. Only one type of record should be contained in a box. If another type of record (such as a report) is located in the box, that record will not be converted to an electronic file during the RCPP.
5. For the purposes of the RCPP, the Offeror will be required to pick-up all the boxes of records which are designated to be converted into electronic files at the same time. The records will be ready for pick-up at the ACF location. The Offeror will prepare and convert the records to an electronic system. Upon completion of the conversion process the Offeror must return all the boxes of records, reference material, and all electronic files to the ACF.

## VI. Requirements for Offeror

### 1. Transportation - Schedule pick-up / Delivery

- A. The Offeror must pick-up records at the ODPS ACF warehouse located at 1583 Alum Creek Dr., Columbus, OH 43209. The ACF staff will prepare the boxes for pick-up. The boxes of records will be in labeled, palletized, and shrink wrapped for transportation. The boxes of records will be ready for pick-up at a mutually agreed upon time. The driver will be required to sign for the record boxes upon pick-up.
- B. The Offeror must transport the records to a secured location for conversion to the electronic file system.
- C. The Offeror will be required to transport the records back to the ACF after the records are stored electronically. The returned record boxes must be marked with the electronic file number for ease of verification. The Offeror must provide a form of reference which matches the records to the electronic file for verification purposes. The Offeror may use Microsoft Excel or a similar approved software program for this purpose.
- D. There will be one pick-up of all records used for the RCPP and one return trip to ACF with the records. If necessary, to increase the number of records scanned during the RCPP an additional pick-up of records may be requested at the discretion of ODPS.
- E. Upon completion of the conversion process the Offeror must return all records, reference material, and electronic files to the ACF within sixty (60) days of the receipt of a Purchase Order. If an additional set of records to be converted is requested by ODPS, then an additional thirty (30) days will be allotted for the second set of records.

### 2. State Term Schedule

The Offeror must have a current Ohio State Term Schedule (STS) through the Ohio Department of Administrative Services. All The Terms and Conditions included in the Offeror's STS will be applicable to this contract.

[https://procure.ohio.gov/pdf/STS\\_Terms%20and%20Conditions.pdf](https://procure.ohio.gov/pdf/STS_Terms%20and%20Conditions.pdf)

### 3. Records / Document Preparation

- A. The Offeror will perform all record / document preparation. This includes removing any staples, paper clips, rubber bands, and taping tares, and insert document separators.
- B. The offeror will review all documents for completion of the critical index field. For the purposes of the RCPP, the index field will be the application number.

- C. The offeror will convert the Driver's License Application or Vehicle Registration Application and all supporting documentation to the electronic file.
  - D. The Driver's License Application or Vehicle Registration Application will be considered Page 1 for each record. The offeror will prepare all records and their supporting documentation to be converted to the electronic storage system containing Page 1.
  - E. Any records missing Page 1 (application) will not be converted to the electronic storage system and must be returned to the ACF.
4. Scanning and Keying Operation
- A. The ODPS / BMV Certificate for Vehicle Registration and Application for Driver's License or ID card, use a unique Identifier as an Application number. The Application number will be used as the Index number for all the records contained in each group / packet of records to be converted. The records may be a single Certificate / Application record or a Certificate / Application record with supporting documentation. (Application numbers are currently an eight digit number.)
  - B. All electronically scanned records must be retrievable by ODPS employees. All records scanned as part of the RCPP must be indexed by the application number located on the records. Index numbers will be used to store and retrieve all scanned records.
  - C. The BMV will need to use the ODPS / BMV internal system to obtain the application numbers for records prior to requesting retrieval of records.
  - D. In the event other records (such as reports) are found in the boxes, these records will not be scanned. The un-scanned records must be kept together, marked as not scanned, and filed back into the box in the same order.
  - E. For the purpose of the RCPP, the electronic conversion process will be restricted to the Driver's License Applications and the Vehicle Registration Applications including all their supporting documentation. No other type of records (such as reports) will be converted to the electronic file system.

## **VII. Scanning requirements**

- 1. Record imaging must be publishable at a minimum of 200 dots per inch (DPI).
- 2. Records must be scanned to a PDF format including color scanning.
- 3. Entire Packets (as identified in section V) that are unreadable and can't be imaged must be documented by the Offeror. A notation must be made by the Offeror and attached to the records. The records must be returned to the record box.

4. A Packet containing an unreadable document will be scanned in it's entirety. A page with the following statement; "The next document may be Unreadable" must be inserted in front on the unreadable document.

### **VIII. ODPS Responsibilities for RCPP**

1. The records will be packed and ready for pick-up from the ACF at a scheduled time. The ACF will prepare the boxed records for pick-up. The packed record boxes will be placed on pallets and shrink wrapped for transportation prior to scheduled pick-up.
2. The ACF warehouse personnel will require the Offeror's driver to sign for the boxes upon pick-up.
3. The main ODPS contact person(s) will provide the Contractor with a Pick-up Record.
4. When records are returned to ODPS the record boxes must be counted and signed off on the Pick-up Record.
5. The ODPS will be responsible for verifying that the records returned match the electronic version within fourteen (14) days (excluding weekends and state holidays) after the records and the electronic version are delivered back to ACF.

**Pilot Cost Summary**

<b>Bid Line</b>	<b>Service - Item - Description of Work</b>	<b>STS Schedule Price</b>	<b>Offered Price Discount % off STS Pricing</b>	<b>Quantity For Evaluation Purposes</b>	<b>Extended Price</b>
1	<b>Record / Document Preparation</b> (Remove Staples, paperclips, & fasteners)	\$ Per Hour	%	8 Hours	\$
2	<b>Indexing</b> 1 field (application number) per record (includes up to twenty (20) characters / field)	\$ Per page	%	200,000	\$
3	<b>Driver's License Application</b> Scan – Index-Publish at 200 dpi - (includes black, white & color scanning up to 11 x 17" ) Documentation See Sample Packet	\$ Per page	%	100,000	\$
4	<b>Vehicle Registration Application</b> Scan – Index-Publish at 200 dpi - (includes black, white & color scanning up to 11 x 17" ) Documentation See Sample Packet	\$ Per page	%	100,000	\$
5	<b>Other Records</b> Identify records not associated with a Vehicle Registration or Driver's License Application & return them to ODPS without scanning.	\$ Per page	%	50	\$
6	<b>Transportation</b> Roundtrip for pick-up at ACF and return to ACF No fuel surcharges permitted	\$ Per trip	%	1	\$

\*Note: The same percentage discount must be used for all items. Items not included above may be added, but will not be evaluated for the RCPP.

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OAKS #** \_\_\_\_\_

**DAS Contract #** \_\_\_\_\_

**Independent Contractor Authorized Signature:**



STATE OF OHIO - BUREAU OF MOTOR VEHICLES
CERTIFICATE OF REGISTRATION

PLATE NO.: ( REG. DATE: EXP. DATE: 06/25/2016 ISSUE DATE: 08/29/2015 APP NO.:
VALIDATION NO.: AGENCY:
OWNER NAME: ' VEHICLE OWNERSHIP: SINGLE USER ID:
SSN: OLD APP NO.: :
OWNER ADDR.: OLD PLATE: (
CITY:
STATE OH ZIP:
TAX DISTRICT: CANTON
COUNTY: STARK
INSIDE CORP LIMIT: YES VEHICLE CLASS: NON COMM TRUCK
VEHICLE YEAR: 2008 ODOMETER READING:
BODY TYPE: TK MAKE: STATE FEES:
CARRYING CAPACITY: 1000
CERTIFICATE TITLE NO.: PLATE TYPE: OHIO BRIDE
VEH. SERIAL NO.: REG TYPE: REPLACE/TRANSFER/RENEW LOCAL TAX: \$20.00
PURCHASE DATE: REASON: NON MANDATORY REFL./CO. FEE: \$0.75
SUSPENSION/REVOCATION: NO DEPUTY FEE: \$3.50
PRIOR OPERATION: YES
FEES PAID: YES TOTAL FEES: \$

- In Ohio, it is illegal to drive any motor vehicle without insurance or other financial responsibility (FR) coverage.
It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without insurance or FR coverage.
PROOF OF INSURANCE OR FR COVERAGE IS REQUIRED Whenever a police officer issues a traffic ticket\*At all vehicle inspection stops\*Upon traffic court appearances\*Upon random checks by the Registrar of Motor Vehicles.
ANY DRIVER OR OWNER WHO FAILS TO SHOW PROOF OF INSURANCE OR OTHER COVERAGE WILL: Lose his or her driver license until requirements are met on first offense, one year on second offense, and two years on third and subsequent offenses\* Lose his or her license plates and vehicle registration\*Pay reinstatement fees of \$100.00 on first offense, \$300.00 for second offense, and \$600.00 for third and subsequent offenses\*Pay a \$50.00 penalty for any failure to surrender his or her driver license, license plates or registration AND\*Be required to maintain special FR coverage ("High-risk" insurance or equivalent) on file with the Bureau of Motor Vehicles for THREE or FIVE YEARS.
ONCE THIS SUSPENSION IS IN EFFECT: Any driver or owner who violates the suspension will have his or her vehicle immobilized and his or her license plates confiscated for at least 30 DAYS first offense and 60 DAYS second offense. For third or subsequent offenses, the vehicle will be forfeited and sold and the person will not be permitted to register any motor vehicle in Ohio for FIVE YEARS.
IF YOU ARE INVOLVED IN AN ACCIDENT WITHOUT INSURANCE OR OTHER FR COVERAGE: In addition to all the penalties listed above, you may have\*A SECURITY SUSPENSION for TWO YEARS or more and\*A JUDGEMENT SUSPENSION INDEFINITELY (until all damages have been satisfied).
THESE PENALTIES ARE IN ADDITION TO ANY FINES OR PENALTIES IMPOSED BY A COURT OF LAW. WARNING: THESE LAWS DO NOT PREVENT THE POSSIBILITY THAT YOU MAY BE INVOLVED IN AN ACCIDENT WITH A PERSON WHO HAS NO INSURANCE OR OTHER FR COVERAGE.
WHEN REQUIRED, PROOF OF COVERAGE MAY BE SHOWN BY ANY OF THE FOLLOWING:\*AN INSURANCE POLICY showing automobile liability insurance of at least \$25,000 bodily injury per person, \$50,000 injury two or more persons, and \$25,000 property damage\*AN INSURANCE IDENTIFICATION CARD (same coverage)\*A SURETY BOND OF \$30,000 issued by any authorized surety company or insurance company\*A BMV BOND SECURED BY REAL ESTATE having equity of at least \$60,000\*A BMV CERTIFICATE FOR MONEY OR GOVERNMENT BONDS in the amount of \$30,000 on deposit with the Ohio Treasurer of State\*A BMV CERTIFICATE OF SELF-INSURANCE, available only to companies or persons who own at least twenty-six motor vehicles.

PROOF OF FINANCIAL RESPONSIBILITY

I affirm that all owners (or lessees of leased vehicle) now have insurance or other FR coverage and will not operate or permit the operation of this motor vehicle without FR coverage; all previous registration fees due have been paid; this plate category is correct; and this vehicle will not be used as a commercial or farm vehicle unless so registered.

By s\_ at all the above is true and accurate,

X

SIGNATURE OF OWNER(S)

DATE

WARNING: APPLICANT GIVING FALSE INFORMATION IS SUBJECT TO PROSECUTION-O.R.C. SEC. 2921.13. APPLICATION MUST BE SIGNED BY THE OWNER(S) AS NAMED ON CERTIFICATE OF TITLE.

VR SAMPLE #1



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**AFFIDAVIT FOR REGISTRATION**

STATE OF OHIO, COUNTY OF <b>STARK</b>	SSN	DATE <b>1-1-1</b>
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LAST NAME	FIRST NAME	MI
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ADDRESS
---------

CITY <b>Canton</b>	STATE	ZIP CODE
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E-MAIL
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I certify that I am in possession of the following described motor vehicle:

YEAR	MAKE <b>Ford</b>	BODY TYPE
MODEL	VIN	

**REGISTRATION AS NON-COMMERCIAL MOTOR VEHICLE**

PICK-UP  VAN: Any motor vehicle, including a farm truck as defined in the Ohio Revised Code (R.C.) 4503.04, designed by the manufacturer to carry a load of no more than three quarters of one ton, and used **exclusively** for purposes other than engaging in business for profit.

PICK-UP  VAN: Any motor vehicle, including a farm truck as defined in R.C. 4503.04, designed by the manufacturer to carry a load of more than three quarters of one ton, but not more than one ton and used **exclusively** for purposes other than engaging in business for profit.

**REGISTRATION AS MOTOR HOME**

A self-propelled vehicle used for the sole purpose of recreational travel that has no fifth wheel; is constructed with permanently installed facilities for cold storage, cooking and consuming of food and for sleep; is not used for the purpose of engaging in business for profit, in intrastate commerce, or for the purpose of commerce as defined in the federal commercial driver license law; is not regulated by the Public Utilities Commission under Revised Code chapter governing certain motor carriers.

**REGISTRATION AS PASSENGER VEHICLE**

A Van / Truck / Utility Car, defined as a motor vehicle having a single rear axle and an enclosed body, with a permanently installed and attached parallel second seat, designed and used for carrying not more than nine persons (15 in a ridesharing arrangement).

**REGISTRATION AS A VAN / TRUCK**

The above described vehicle has a single rear axle and an enclosed body, with NO permanently installed seats, EXCLUDING THE FRONT SEAT(S), and is to be registered as a:  PICK-UP  VAN

**REGISTRATION AS A TRAILER**

NONCOMMERCIAL TRAILER (Proof of weight is required)  
I certify that I am the owner of a noncommercial trailer, as defined in R.C. 4501.01 as any trailer, except a travel trailer, having an unladen weight of no more than ten thousand pounds and used **exclusively** for purposes other than engaging in business for a profit, such as the transportation of personal items for personal or recreational purposes. Fee is based on the unladen weight and increases every 100 lbs.

COMMERCIAL TRAILER (Proof of weight is not required)  
I certify that I am the owner of a trailer in which I am registering as a (commercial) trailer. Fee is a flat rate and is not based on weight.

(Continued)

**RESTRICTED**

Sample #1 VR Packet

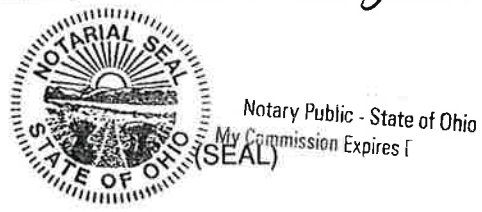
**REGISTRATION AS A BUS**

- The above described vehicle has a single rear axle and an enclosed body, with permanently installed and attached seats and is to be registered as one of the following buses:
  - Commercial Bus: Designed and used for carrying MORE than nine persons.
  - Church Bus: Has a seating capacity of more than nine persons; is used exclusively to transport members of a church congregation to and from church services or church functions, or to transport children and their authorized supervisors to and from any camping function sponsored by a nonprofit, tax exempt, charitable or philanthropic organization.
  - Transit Bus: Has a seating capacity of more than seven persons; is either operated and used in the rendition of a public mass transportation service with at least 75% of the annual mileage within one or more municipal corporation(s) or is operated solely for the transportation of persons associated with a charitable or nonprofit corporation.

**NOTICE:** Falsifying an affidavit is punishable by fine and imprisonment (R.C. 2913.42).

SIGNATURE OF AFFIANT / OWNER <i>[Signature]</i>	POSITION (If company owned)
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Subscribed and sworn to, in my presence by \_\_\_\_\_ or this 26 day of August, 2014  
in the county of Lucas, State of Ohio.



MY COMMISSION EXPIRES	NOTARY PUBLIC X
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SAMPLE PACKET

Sample #1 VE Packet

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

DATE

INVOICE NO.

VFH# SECTION NO.

YEAR

MAKE

2011

BODY

SHIPPING WEIGHT

**UTILITY LANDSCAPE**

H.P. (S.A.E.)

G.V.W.R.

NO. CYLS.

SERIES OR MODEL

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

*Sample*

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

BY:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

CITY - STATE

**MAKE SURE THE VIN NUMBER ON THE TRAILER MATCHES THIS NUMBER**



STATE OF OHIO - BUREAU OF MOTOR VEHICLES  
APPLICATION FOR DRIVER'S LICENSE

DL NO:                      ISSUE DATE:                      SSN:                      APP NO:                      8 0000  
TRANS: RENEWAL                      AGENCY:                      USER ID:

NAME:                      CLASS                      ENDORSEMENT(S)                      EXP DATE  
ADDRESS:                      OPERATOR  
CITY/ZIP:  
COUNTY:  
RESIDENT: OH    YRS:    MTH:  
U.S. CITIZEN: NO  
USCIS DOCUMENT:                      RESTRICTION(S)

DOB:                      SEX:  
HEIGHT:                      WEIGHT:  
HAIR:                      EYES:

VISION SCREENING PASSED

VISION FEE:                      \$2.75  
LAMINATION FEE:                      \$1.50  
DL/ID FEE:                      \$18.00  
\*DEPUTY FEE:                      \$3.50  
TOTAL FEES:                      \$25.75  
\*If Applicable

- I DO have a current driver license or I.D. card from Ohio ID#
- I do NOT have driving privileges now suspended or revoked or cancelled or otherwise disqualified or subject to an out of service order in this state or any other state.
- I do NOT have a pending citation for a violation of any motor vehicles law or ordinance in this or any other state.
- I do NOT have a condition that results in episodic impairment of consciousness or loss of muscular control.
- I do NOT have a physical or mental condition that prevents me from exercising reasonable and ordinary control of a motor vehicle.
- I am NOT chemically dependent on alcohol or a drug of abuse or currently using alcohol or a drug of abuse.

**PROOF OF FINANCIAL RESPONSIBILITY**

I affirm that I now have insurance or other proof of financial responsibility (FR Proof) and that I will not operate any motor vehicle without FR Proof. (O.R.C. 4509.101)

By signing below I agree to and attest that all the above is true and accurate.

SIGNATURE

DATE

**WARNING: APPLICANT GIVING FALSE INFORMATION IS SUBJECT TO PROSECUTION-O.R.C. SEC. 2921.13.  
APPLICATION INFORMATION AND SIGNATURE(S) ALSO CAPTURED ELECTRONICALLY**

DL APP



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

AGENCY NUMBER
APPLICATION NUMBER

### APPLICATION INFORMATION FOR OHIO DRIVER LICENSE OR ID CARD

Applicants are required to complete this form in order to apply for the following: Ohio Driver License (DL) [includes Commercial, Operator, Motorcycle Only, or Moped], Ohio Identification Card (ID) [includes Temporary or Permanent], and Ohio Temporary Instruction Permit Identification Card (TIPIIC) [includes all classes].

Applicants must present acceptable documents and check the following box(es) that applies:

- Ohio DL / ID / TIPIIC has never been issued or is expired over 6 months
- Ohio DL / ID / TIPIIC was lost, stolen, damaged, destroyed, suspended, or confiscated (Ohio DL / ID / TIPIIC is not presented)
- Converting to Ohio DL / ID / TIPIIC from another state / country
- Request a change / correction to Name, Date of Birth, Social Security Number, or License Number as permitted
- All Non-U.S. Citizens must present all legal presence documentation OR an I-551

COLUMN A		
Applicants must complete all of column A. MUST WRITE FULL LEGAL NAME		
FIRST NAME		
FULL MIDDLE NAME		
CURRENT LAST NAME		
NAME APPEARING ON LAST OHIO DL / ID, IF DIFFERENT FROM ABOVE		
RESIDENCE ADDRESS (No P.O. Box permitted)		
CITY	STATE	ZIP
DATE OF BIRTH (MM DD/YYYY)	GENDER <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
SOCIAL SECURITY NUMBER		
HEIGHT	WEIGHT	
HAIR COLOR	EYE COLOR	
TELEPHONE NUMBER ( )		
E-MAIL ADDRESS		
<b>LEGAL PRESENCE IN UNITED STATES</b>		
<input type="checkbox"/> US CITIZEN	<input checked="" type="checkbox"/> NON US CITIZEN	
	<input checked="" type="checkbox"/> PERMANENT RESIDENT	
	<input type="checkbox"/> TEMPORARY RESIDENT	

COLUMN B (BMV USE ONLY)	
Applicants must present primary and secondary document(s). If applying for a duplicate, a primary or secondary is acceptable, if all conditions are met.	
<b>PROOF OF NAME, DOB, SSN, AND US CITIZEN</b>	
Primary Document	
<input checked="" type="checkbox"/> Ohio DL / ID / TIPIIC	<input type="checkbox"/> U.S. Passport / Passport Card
<input type="checkbox"/> Out-of-State DL / ID (state):	<input type="checkbox"/> Military I.D.
<input type="checkbox"/> Certified Birth Certificate (state):	<input type="checkbox"/> ODRC I.D. Card
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> ODYS I.D. Card
Secondary Document	
<input type="checkbox"/> SS Card	<input type="checkbox"/> SS Numident
<input type="checkbox"/> Other:	<input type="checkbox"/> Health Card
	<input type="checkbox"/> Credit Card
<b>NON-CITIZEN PROOF OF LEGAL PRESENCE</b>	
<input type="checkbox"/> Passport:	
<input type="checkbox"/> VISA (Country)	<input type="checkbox"/> I-20 (Exp. Date)
<input type="checkbox"/> I-94 (Asylum <input type="checkbox"/> Refugee <input type="checkbox"/> Parolee (if applicable))	<input type="checkbox"/> DS-2019
<input checked="" type="checkbox"/> Permanent Resident (I-551)	<input type="checkbox"/> Employment Authorization Card (I-766)
<input type="checkbox"/> Other:	
TEMP RESIDENT DOC EXP DATE:	
<b>PROOF OF OHIO ADDRESS</b>	
Must contain Ohio street address (No P.O. Box)	
<input type="checkbox"/> No Address Change	
<input checked="" type="checkbox"/> Specify Document: <i>Declared</i>	
If applicant has an Ohio DL / ID / VR record, unexpired or expired less than 6 months, address can be declared. Indicate if declared.	
<b>SYSTEM MATCH VERIFIED BY ISSUING CLERK</b>	
<input type="checkbox"/> NEW ID (No Data in System)	<input checked="" type="checkbox"/> Digitized Photograph
<input checked="" type="checkbox"/> Name, DOB, and SS Number	<input checked="" type="checkbox"/> System Discrepancy of Name, DOB, SS Number, and / or Photograph
<input checked="" type="checkbox"/> DOCUMENT(S) PRESENTED	<input type="checkbox"/> INFORMATION DISPLAYED IN SYSTEM

**WARNING: IT IS A CRIMINAL OFFENSE TO GIVE FALSE INFORMATION ON THIS APPLICATION.**  
Under penalty of law, I affirm that the above information is true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT <b>X</b>	DATE
SIGNATURE OF PROCESSING EMPLOYEE <b>X</b>	DATE
SIGNATURE OF DEPUTY REGISTRAR OR SUPERVISOR <b>X</b>	DATE

\*If processor is Deputy Registrar or Supervisor, a BMV Processing Employee's signature is required.

\*\*If applicant is assisted with completing this form, print name of assistant and their DL / ID#, if available:

DL APP

SAMPLE

**SIGN BELOW** ↓ **DETACH BOTTOM PORTION FOR BMV RECORDS** ↑ **KEEP UPPER PORTION FOR YOUR RECORDS**

**YOU WILL LOSE YOUR DRIVER LICENSE IF YOU DRIVE WITHOUT INSURANCE OR OTHER ACCEPTABLE FINANCIAL RESPONSIBILITY COVERAGE**

- In Ohio, it is illegal to drive any motor vehicle without insurance or other financial responsibility (FR) coverage.
- It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without FR coverage.
- **PROOF OF COVERAGE IS REQUIRED:** • Whenever a police officer issues a traffic ticket • At all vehicle inspection stops • Upon traffic court appearances and • Upon random checks by the Registrar of Motor Vehicles.
- **ANY DRIVER OR OWNER WHO FAILS TO SHOW PROOF OF INSURANCE OR OTHER COVERAGE WILL:** • Lose his or her driver license until requirements are met on first offense, ONE YEAR on second offense and TWO YEARS on additional offenses • Lose his or her license plates and vehicle registration • Pay reinstatement fees of \$100.00 for first offense, \$300.00 for second offense, \$600.00 for third and subsequent offenses • Pay a \$50.00 penalty for any failure to surrender his or her driver license, license plates, or registration AND • Be required to maintain special FR coverage ("High-risk" insurance or equivalent) on file with the Bureau of Motor Vehicles (BMV) for THREE or FIVE YEARS.
- **ONCE THIS SUSPENSION IS IN EFFECT:** Any driver or owner who violates the suspension will have his or her vehicle immobilized and his or her license plates confiscated for at least 30 DAYS first offense and 60 DAYS second offense. For third or subsequent offenses, the vehicle will be forfeited and sold and the person will not be permitted to register any motor vehicle in Ohio for FIVE YEARS.
- **IF YOU ARE INVOLVED IN AN ACCIDENT WITHOUT INSURANCE OR OTHER FR COVERAGE:** In addition to all the penalties listed above, you may have • A SECURITY SUSPENSION for TWO YEARS or more and • A JUDGMENT SUSPENSION INDEFINITELY (until all damages have been satisfied).
- **THESE PENALTIES ARE IN ADDITION TO ANY FINES OR PENALTIES IMPOSED BY A COURT OF LAW.**
- **WARNING: THESE LAWS DO NOT PREVENT THE POSSIBILITY THAT YOU MAY BE INVOLVED IN AN ACCIDENT WITH A PERSON WHO HAS NO INSURANCE OR OTHER FR COVERAGE.**
- **WHEN REQUIRED, PROOF OF COVERAGE MAY BE SHOWN BY ANY OF THE FOLLOWING:** • AN INSURANCE POLICY showing automobile liability insurance of at least \$12,500 bodily injury per person, \$25,000 injury two or more persons, and \$7,500 property damage • AN INSURANCE IDENTIFICATION CARD (same coverage) • A SURETY BOND OF \$30,000 issued by any authorized surety company or insurance company • A BMV BOND SECURED BY REAL ESTATE having equity of at least \$60,000 • A BMV CERTIFICATE FOR MONEY OR GOVERNMENT BONDS in the amount of \$30,000 on deposit with the Ohio Treasurer of State • A BMV CERTIFICATE OF SELF-INSURANCE, available only to companies or persons who own at least twenty-six motor vehicles.

If applying for a driver license or permit, I affirm that I now have insurance or other financial responsibility coverage and that I will not operate any motor vehicle without FR coverage, and that I received an FR coverage notice form.  
 If registering a motor vehicle, I affirm that all owners (or lessees of leased vehicles) now have insurance or other FR coverage and will not operate or permit the operation of this motor vehicle without FR coverage.

SIGNATURE

DATE

X



RECEIPT DATE		PRIORITY DATE	CASE TYPE
NOTICE DATE		PAGE 1 of 2	PETITIONER
			BENEFICIARY
<p>Notice Type: Approval Notice          Class: H1B          Valid from 11/15/2012 to 11/14/2015          Consulate:</p>			

The above petition and change of status have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Changes in employment or training may require you to file a new Form I-129 petition. Since this employment or training authorization stems from the filing of this petition, separate employment or training authorization documentation is not required. Please contact the IRS with any questions about tax withholding.

The petitioner should keep the upper portion of this notice. The lower portion should be given to the worker. He or she should keep the right part with his or her Form I-94, *Arrival-Departure Record*. The I-94 portion should be given to the U.S. Customs and Border Patrol when he or she leaves the United States. The left part is for his or her records. A person granted a change of status who leaves the U.S. must normally obtain a visa in the new classification before returning. The left part can be used in applying for the new visa. If a visa is not required, he or she should present it, along with any other required documentation, when applying for reentry in this new classification at a port of entry or pre-flight inspection station. The petitioner may also file Form I-824, *Application for Action on an Approved Application or Petition*, to request that we notify a consulate, port of entry, or pre-flight inspection office of this approval.

The approval of this visa petition does not in itself grant any immigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for admission to the United States, or for an extension, change, or adjustment of status.

THIS FORM IS NOT A VISA NOR MAY IT BE USED IN PLACE OF A VISA.

The Small Business Regulatory Enforcement and Fairness Act established the Office of the National Ombudsman (ONO)

Please see the additional information on the back. You will be notified separately about any other cases you filed.  
 U.S. CITIZENSHIP & IMMIGRATION SVC

Customer Service Telephone:  
 Form I797A (Rev. 10/31/05)N

PLEASE TEAR OFF FORM I-94 PRINTED BELOW, AND STAPLE TO ORIGINAL I-94 IF AVAILABLE

Detach This Half for Personal Records

Receipt#  
 I-94#  
 NAME:  
 CLASS H1B

VALID FROM 11/15/2012 UNTIL 11/14/2015

PETITIONER:

Receipt Number  
 United States Citizenship and Immigration  
 Services

I-94  
 Departure Record      Petitioner:

DK API

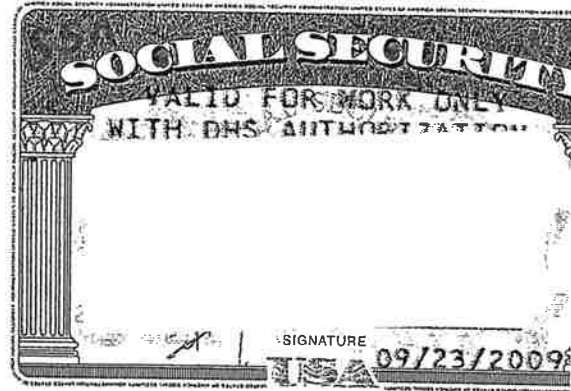
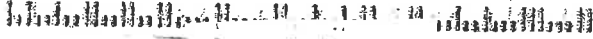
Keep this stub with your personal records. The other side contains important information.

Please note: The date we issued this card is shown below the signature line.

YOUR SOCIAL SECURITY CARD

ADULTS: Sign this card in ink immediately.  
CHILDREN: Do not sign until age 18 or your first job, whichever is earlier.

Keep your card in a safe place to prevent loss or theft.  
DO NOT CARRY THIS CARD WITH YOU.  
Do not laminate.



SAM PKK  
Packet





OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**AFFIDAVIT FOR REGISTRATION**

STATE OF OHIO, COUNTY OF: <u>Lucas</u>	SSN / DL# / ID# / TAX ID#	DATE <u>8/26/14</u>
--	---------------------------	---------------------

LAST NAME	FIRST NAME <u>I</u>	MI <u>-</u>
ADDRESS		
CITY <u>Wapakoneta</u>	STATE <u>OH</u>	ZIP CODE <u>45389</u>
E-MAIL (Mail-In Only)		

I certify that I am in possession of the following described motor vehicle:

YEAR <u>2011</u>	MAKE <u>Carry On</u>	BODY TYPE <u>TL</u>
MODEL	VIN	

**REGISTRATION AS NON-COMMERCIAL MOTOR VEHICLE**

- PICK-UP  VAN: Any motor vehicle, including a farm truck as defined in the Ohio Revised Code (R.C.) 4503.04, designed by the manufacturer to carry a load of no more than three quarters of one ton, and used **exclusively** for purposes other than engaging in business for profit.
- PICK-UP  VAN: Any motor vehicle, including a farm truck as defined in R.C. 4503.04, designed by the manufacturer to carry a load of more than three quarters of one ton, but not more than one ton and used **exclusively** for purposes other than engaging in business for profit.

**REGISTRATION AS MOTOR HOME**

- A self-propelled vehicle used for the sole purpose of recreational travel that has no fifth wheel; is constructed with permanently installed facilities for cold storage, cooking and consuming of food and for sleep; is not used for the purpose of engaging in business for profit, in intrastate commerce, or for the purpose of commerce as defined in the federal commercial driver license law; is not regulated by the Public Utilities Commission under Revised Code chapter governing certain motor carriers.

**REGISTRATION AS PASSENGER VEHICLE**

- A Van / Truck / Utility Car, defined as a motor vehicle having a single rear axle and an enclosed body, with a permanently installed and attached parallel second seat, designed and used for carrying not more than nine persons (15 in a ridesharing arrangement).

**REGISTRATION AS A VAN / TRUCK**

- The above described vehicle has a single rear axle and an enclosed body, with NO permanently installed seats, EXCLUDING THE FRONT SEAT(S), and is to be registered as a:  PICK-UP  VAN

**REGISTRATION AS A TRAILER**

- NONCOMMERCIAL TRAILER (Proof of weight is required)  
I certify that I am the owner of a noncommercial trailer, as defined in R.C. 4501.01 as any trailer, except a travel trailer, having an unladen weight of no more than ten thousand pounds and used **exclusively** for purposes other than engaging in business for a profit, such as the transportation of personal items for personal or recreational purposes. Fee is based on the unladen weight and increases every 100 lbs.
- COMMERCIAL TRAILER (Proof of weight is not required)  
I certify that I am the owner of a trailer in which I am registering as a (commercial) trailer. Fee is a flat rate and is not based on weight.

(Continued)