BVP Jurisdiction Application Checklist

Checklist for creating and submitting an application:

1. Select the **Application Profile** link under **Section 2 Application** in the left menu.
2. If you have already verified your agency and contact information, go to step 4. Otherwise, enter your population, enter current full and part time officers (if applicable), verify the rest of your agency information, and then select the **Save** button.

   NOTE: Only jurisdictions with no registered Law Enforcement Agency (LEA), or with 1 registered LEA where the jurisdiction submits the sub-application on behalf of the LEA, are able to enter current full time and part time officers. For jurisdictions with more than 1 registered LEA, each LEA completes these fields.
3. Verify your contact information and then select the **Save** button.
4. If applicable, provide sub-application profile information and then select the **Save** button. Whether you can provide sub-application profile information depends on your number of registered Law Enforcement Agencies:
   a. If you have no registered Law Enforcement Agencies, the **Provide application details for LEA?** checkbox is automatically selected and you must provide sub-application details before selecting **Save**.
   b. If you have one registered Law Enforcement Agency, you can choose whether you want to create a sub-application or not. If you select the **Provide application details for LEA?** checkbox, you must provide sub-application profile details before selecting **Save**.
   c. If you have more than one registered Law Enforcement Agency, you cannot create a sub-application. Select **Save**.
5. If you cannot or chose not to create a sub-application, go to step 10. Otherwise, select the criteria of the vest you wish to add to your sub-application and then select the appropriate search button.
6. Select the **Add to Application** link for the NIJ-approved vest you wish to add to your sub-application.
7. Provide the quantity, unit price, and tax, shipping, & handling costs of the vest, and then select the **Add to Application** button.
8. If you want to add additional vests to your sub-application, select the **Add Vests to Application** button and go to step 5.
9. If you want to update or remove the vests on your sub-application, select the underlined model name of the vest you want to modify and follow the prompts BVP presents. Otherwise, when you are ready to move your sub-application forward, select the **Proceed to Review Application** button.
10. On the Review Application page, select the underlined links to view details, and approve or deny the sub-applications on your application. If you have your own sub-application and you approve one or more sub-applications from a Law Enforcement Agency, you must deny your own sub-application. Once you have acted on all sub-applications, select the **Proceed to Submit Application** button.
11. Review your application details and then select the **Submit Application for BVP Approval** button.
12. Provide the requested information, read and accept the appropriate certifications BVP presents, and select the **Submit** button to complete the application submission process.

You have completed the application submission process. BJA will review your application and either approve the application, reject the application, or re-open the application for you to make changes and resubmit.