## **Dog Application Print Checklist**

🗌 Au	r. Verify the correctne go (verify print quality) uditor's name uditor's address	ess of the following iten County nam Phone num Office hours	ne 🗌 W ber 🗌 E s 🗌 C	/ebsite address (if inc mail address (if incluc orrect header for env confirm with your 3 <sup>rd</sup>	ded)			
<b>Text &amp; Instructions.</b> Verify the correctness of the following sections/items: Address folds correctly into your envelopes (typically the address at the top of the application)								
ON-LINE Uebsite address (double check in browser!) Online convenience fee (if included)			<ul> <li>Account ID readable</li> <li>Password prints &amp; is readable</li> </ul>					
BY MAIL         Payable party for checks/money orders       Licensing rate for regular fee         Licensing deadline       Licensing rate for penalty         Overall instructions. Note number of dogs, inclusion of return envelope, reference to additional inserts, etc.								
IN PERSON Address for in person registration, Auditor's Office Address for in person registration, Shelter (optional)								
SPECIAL INSTRUCTIONS (if applicable)         Overall instructions         Referenced fields appear on app and named correctly								
Application. Verify the correctness of the following items:         Auditor's name       Year of application (top left or right)         Auditor's address       Signature block fields         County name       Barcode & OCR information (optional)         All necessary fields appear on the application. May include, but not limited to:								
	uditor's address [ punty name	Signature block field	ls [	<ul><li>Deputy or Agent si</li><li>Barcode &amp; OCR inf</li></ul>	gnature area (optional)			
	uditor's address [ punty name	Signature block field	ls [	<ul><li>Deputy or Agent si</li><li>Barcode &amp; OCR inf</li></ul>	gnature area (optional)			
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Fairfield Computer Services, LLC is not responsible for the correctness of the final print applications. By signing below, you attest you have reviewed and approve the final print applications. Please indicate the batch generation time from the results.txt file.

County, State	Name / Signature	Title	Batch generation date/time	Date