



BVP Law Enforcement Agency Application Checklist

U.S. Department of Justice
Office of Justice Programs
Bulletproof Vest Partnership

Checklist for creating and submitting a sub-application:

1. Select the **Sub-Application Profile** link under **Section 2: Sub-Application** in the left menu.
2. If you have already verified your agency and contact information, go to step 4. Otherwise, enter your current full and part time officers, verify the rest of your agency information, and select the **Save** button.
3. Verify your contact information and select the **Save** button.
4. Provide your sub-application profile information and select the **Save** button.
5. Select the criteria of the vest you wish to add to your sub-application and select the appropriate search button.
6. Select the **Add to Application** link of 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 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 submit your sub-application, select the **Proceed to Submit Application** button.
10. Review your sub-application details and select the **Submit for Approval** button.
11. Provide the requested information, read and accept the appropriate certifications BVP presents, and select the **Submit** button to complete the sub-application submission process.*

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

*If the jurisdiction does not approve the sub-application prior to the application deadline, the LEA application will not be considered submitted and will not be eligible for BVP funding.