



# Locating Checklists in the Checklist Compiler

## Video Transcript

This video will walk you through locating, selecting, and exporting state-specific checklists.

The Checklist Compiler allows you to view and export one or more checklists.

First, select the checklist type in the tab across the top of the compiler. The checklist types available are New Application, Transition, Amendment, or Surrender.

Next, select the state agency from the list of agency abbreviations. Once you have located the state agency select the arrow next to the agency abbreviation. You may need to then select the arrow beside the appropriate entity type to expand the list of available license and registration checklists.

The search is specific to the name field of the license or registration and allows you to search by using either the exact license or registration name or a keyword that is found in the name. It does not search the state agency name field.

Select the license name to preview the checklist in the preview window. To add additional checklists to the preview window, you must select the radio button beside each additional checklist. Selecting the license name will reset the preview to the license selected and will clear any checklist selections made.

Once the applicable checklists have been selected, they can be exported. To export, select the Export Checklist button in the upper right-hand corner of the compiler. This will download the selected checklists as a PDF file to your computer. I am using Google Chrome, and here you can see the file downloaded and is displayed in the upper right-hand corner of the browser. The browser you are using may be slightly different but typically these can be located from the downloads folder on your computer. Be sure to always revisit this page when needing to review license requirements because agencies can make changes to checklists at any time.

Thanks for watching! If you have feedback, please complete the survey on the Checklist Compiler page.