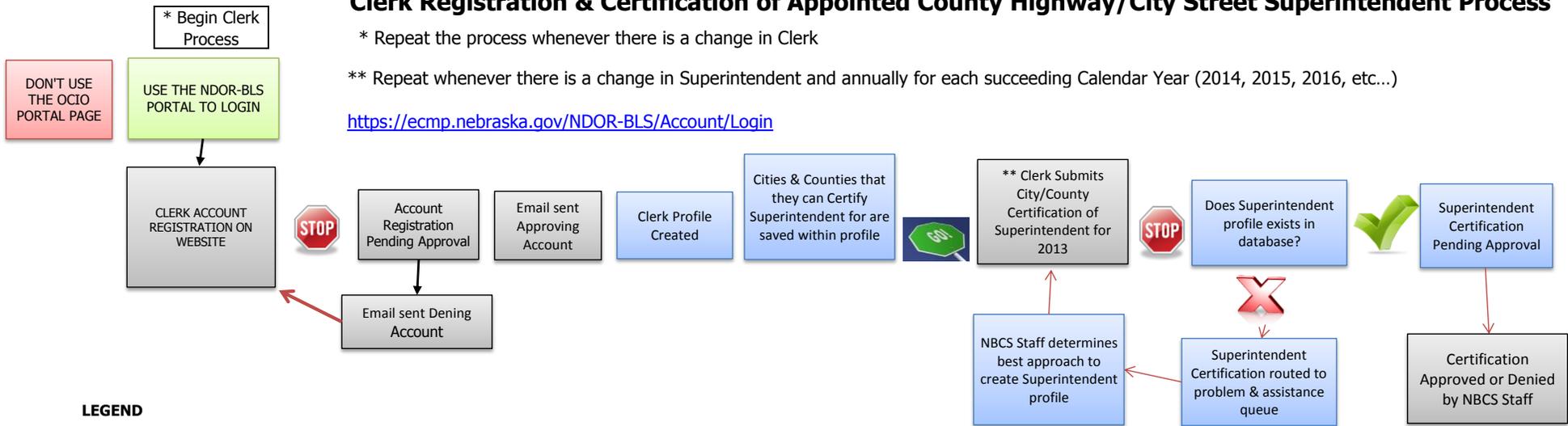


Clerk Registration & Certification of Appointed County Highway/City Street Superintendent Process

* Repeat the process whenever there is a change in Clerk

** Repeat whenever there is a change in Superintendent and annually for each succeeding Calendar Year (2014, 2015, 2016, etc...)

<https://ecmp.nebraska.gov/NDOR-BLS/Account/Login>



LEGEND

Registration Process

Security Process

** What file attachment is required for the Clerk Certification of the Superintendent? Any of the following documents or a combination thereof is acceptable **providing the individual's name and title (i.e., County Highway Superintendent or City Street Superintendent) is clearly stated in the document:**

- 1) The official signed Reorganization meeting minutes showing the Highway/Street Superintendent was appointed for 2013. *(January 2013 meeting minutes for most Counties and December 2012 meeting minutes for most municipalities)*
- 2) The official signed, regular, meeting minutes from when they were appointed as a Highway/Street Superintendent for 2013.
- 3) A signed Agreement or Contract between the government entity and the Highway/Street Superintendent for 2013.
- 4) An Interlocal Agreement for Highway/Street Superintendent services for 2013.
- 5) A Resolution appointing the Highway/Street Superintendent for 2013.
- 6) The County Clerk can attach a signed certificate stating who the County Highway Superintendent is for 2013.
- 7) The County Clerk can attach the *Annual Report of County Officers* that is filed with the Secretary of State Office, including signatures and seals, providing it contains the County Highway Superintendent's information.
- 8) The Municipal Clerk can attach a certificate signed by the Mayor or Village Chairman and the Clerk, stating who the municipality's City Street Superintendent is for 2013.

All questions, issues or problems should be sent to:

DOR.BLSHelp@nebraska.gov