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**GENERAL ADMINISTRATIVE ORDER
OF THE INDIANA UTILITY REGULATORY COMMISSION
2013-4**

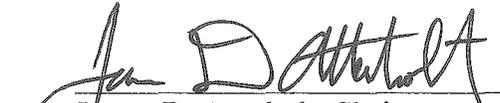
WHEREAS, under Senate Enrolled Act No. 235, Indiana Code § 8-1-34-30, a holder of a video service franchise may apply to the Commission, in the manner and form prescribed by the Commission, for direct marketing authority to market any service or product offered by the holder directly to all households in a service area served by the holder; and

WHEREAS under Indiana Code § 8-1-34-30(d) and (e) said application must include specific information with respect to each employee of the holder who will be engaging in direct marketing, and must certify that said employee meets certain statutory requirements, including criminal background checks; and

WHEREAS pursuant to Indiana Code § 8-1-34-30(g), the Commission, upon determining that the application is complete and properly verified, shall issue an Order granting the holder direct marketing authority, and

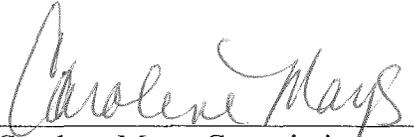
WHEREAS, Indiana Code § 8-1-34-30(e) requires the application to include the employee's full driver's license number and home address, both of which are records excepted from disclosure under the Indiana Access to Public Records Act, Indiana Code § 5-14-3-4(a)(1) and Indiana Code § 9-14-3.5; and

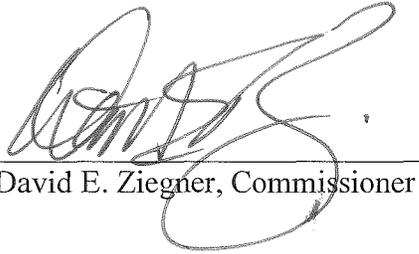
NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Application for Direct Marketing Authority by a Video Service Provider in the State of Indiana, along with Instructions which are attached to this General Administrative Order as Appendix A, are hereby adopted by the Commission.


James D. Atterholt, Chairman

ABSENT
Kari A.E. Bennett, Commissioner


Larry S. Landis, Commissioner


Carolene Mays, Commissioner


David E. Ziegner, Commissioner

I hereby certify that the above is a true and correct copy of the order as approved.


Shala M. Coe
Acting Secretary to the Commission

Date: 'JUL 03 2013



Application for Direct Marketing Authority by a Video Service Provider in the State of Indiana

State Form
INDIANA UTILITY REGULATORY COMMISSION

Cause No: _____

Applicant's Legal Name: _____

Applicant's Assumed Name(s): _____

Applicant's Principal Place of Business: _____

Telephone Number: _____

Authorized Company Representative / Legal Counsel for this Application:

Name: _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Contact for Ongoing Communication Regarding Direct Marketing:

Name: _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

For each employee for which Applicant requests direct marketing authority, provide the following information and complete the certification below:

Full Name: _____

Home Address: _____

Driver's License #: _____

Certification

I _____
(the undersigned representative) certify that the above named employee satisfies the following statutory requirements, described in Indiana Code § 8-1-34-30(e)(1).

Initial each item that is being certified.

1. ____ The employee is at least eighteen (18) years of age.
2. ____ The employee has a high school diploma or the equivalent of a high school diploma.
3. ____ The employee has not been convicted of a felony within the seven (7) years immediately preceding the date of this application.
4. ____ The employee has not been released from incarceration after serving time for a felony conviction within the seven (7) years immediately preceding the date of this application.
5. ____ The employee has not been convicted of any of the following within the five (5) years immediately preceding the date of this application:
 - a. ____ A misdemeanor involving fraud, deceit, or dishonesty;
 - b. ____ battery as a misdemeanor; or
 - c. ____ two (2) or more misdemeanors involving the illegal use of alcohol or the illegal sale, use, or possession of a controlled substance.
6. ____ The employee has a valid driver's license.
7. ____ This employee has been the subject of a criminal history background check for each jurisdiction in the United States in which the designated employee has lived or worked within the seven (7) years immediately preceding the date of this application; and
8. ____ The background check described in 7 above indicates that this employee satisfies the requirements set forth in requirements 1 – 6 above.

Signature of Company Representative	Title	Date
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Local Ordinances & Regulations

1. In which areas of the State of Indiana does the Applicant plan to conduct direct marketing?

2. Will Applicant make a good faith determination whether any political subdivision covered in the Applicant's response to Question #1, above, has in effect any Ordinances or Regulations, as referenced in Indiana Code § 8-1-34-30(k), that impose uniformly-applied restrictions on the hours or manner in which their direct marketing activities may be performed?

3. Will Applicant comply with such Ordinances or Regulations?

Proof of Financial Responsibility

I _____ certify that Holder, _____ has taken the following steps (*attach proof as an Appendix*) to ensure financial responsibility for any liability incurred by the holder or its employees that may occur as a result of any direct marketing activities performed under the authority granted pursuant to this Application.

Signature of Company Representative

Title

Date

Instructions for Application for Direct Marketing Authority for Holders of Indiana State-Issued Video Franchises

Pursuant to I.C. 8-1-34-30, a holder of an Indiana state-issued video franchise may apply to the Commission, in the manner and form prescribed by the Commission, for direct marketing authority. An Application must include, for each designated employee of the holder (as defined in I.C. 8-1-34-30(a)), the (1) Name, (2) Home Address, (3) Driver's license number, and (4) a certification that each designated employee satisfies the requirements listed in I.C. 8-1-34-30(e). The home address and driver's license number with the exception of the last four (4) digits will be treated confidentially to protect the privacy of the individual employees.

An Application—consisting of a completed cover page, complete responses to the questions on the application form, a completed, initialed, and signed certification for each designated employee, and a signed Proof of Financial Responsibility—must be filed with the Commission to obtain direct marketing authority.

Applicant shall file an original and five (5) paper copies of its notarized Application as well as an electronic version on a CD. Applicant shall provide as a part of the public Application a redacted version of the Certification section (page 2) with the home address and driver's license number (except for the last four digits) of each designated employee redacted. An unredacted version of the Certification section (page 2) on green paper marked as confidential and filed under seal shall be included with the filing of the Application. Applicant shall also include a roster of the eligible employees for which certification is sought in the Application along with the last four digits of their driver's license number. This roster should be in a Word document for the Commission's use in posting the information to the IURC website. The Commission will assign a Cause Number to the Application, which will include the designation of "DM" ("direct marketing"). This Cause Number will become the Certificate Number upon approval of the Application.

Not more than fifteen (15) days after receipt of the Application, the Commission will determine whether the Application is complete and properly verified. If the Commission determines the Application is not completed or properly verified the Commission will notify the applicant in order to allow the holder to correct the deficiency.

If the Commission determines that the Application is complete and properly verified, it will issue an Order approving the Application. The order will be posted to the Communications Services Division page of the Commission website. Additionally, a document will be posted for each holder that is granted authority listing the names of the designated employees and the last 4 digits of their driver's license number.

As a condition of receiving Direct Marketing Authority, the holder is also required to notify the Commission of changes involving the designated employees who were approved in the original grant of authority. If, at a subsequent date, the applicant wishes to add additional designated employees, Applicant must submit to the Commission as a supplemental filing under the original Certificate Number both a redacted and an unredacted (filed on green paper and under seal) Certification (page 2 of the Application Form) for each additional employee at least one (1) week prior to such employee performing any direct marketing activities. Upon review and determination by the Communications Services Division Director that the certifications for those additional employees is complete and properly verified, the employees' information will be added to the roster that is posted on the IURC website. In the event that a

designated employee leaves the employment of the holder or no longer meets the certification requirements, the holder shall notify the Commission, using the electronic Filing System (EFS) or by filing a hard copy of the notice with the Commission within 5 business days that said employee shall be removed from the list of approved designated employees. Upon receipt of such notice those employees' names will be struck through and the date upon which they are no longer designated to perform direct marketing for the holder will be entered in the roster on the IURC Website. Applications to add or remove designated employees should reference the original Certificate Number.

The Application should be submitted to:

Indiana Utility Regulatory Commission
PNC Center
101 West Washington Street, Suite 1500 East
Indianapolis, Indiana 46204

Notice of the receipt of an Application will be posted to the Commission website at www.in.gov/iurc.

Questions should be directed to the Communications Services Division at (317) 232-5559.