



DIGITALLY SIGNING AND SEALING DOCUMENTS

Plans, specifications, plats, reports, or other documents submitted in electronic format for review must be signed and sealed electronically.

Scanned copies of signed and sealed documents are not an accepted electronic submittal method.

There are many different accepted methods for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules.

Plans examiners cannot approve your plans without the appropriate Electronic Signature and Seal.

All licensed professionals will be responsible for verifying that the digital signatures purchased adhere to the requirements of the State of Florida and are utilized in accordance with the guidelines of their respective licensing boards. See Florida Statutes Chapters [471](#) and [481](#) and Florida Administrative Rules [61G15-23](#) and [61G1-16](#).

ACQUIRE A DIGITAL SIGNATURE:

Electronically transmitted documents can be signed and sealed by one of two methods: digital signing and sealing; or electronic signing and sealing.

A digital signature must be unique to the Professional using it, obtained from a third-party certification authority, and capable of verification. The certification authority will vet the professional and provide a password-protected digital signature file. (Miami-Dade County does not approve or provide a list of authorities.)

An electronic signature for a file of documents is created by a piece of software called a secure hash standard (or SHA) authentication code generator. Electronic signatures does not have third party verification. After completing a project, you create a computer file that contains as many sheets as necessary for the engineering project. The file is run through the generator, which provides a string of numbers and letters (the SHA authentication code) that is used in your document's signature report.

The printable signature report must include your name and license number, and list all items to which the electronic signature applies. The signature report must be printed and hand signed, dated, and sealed.



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INSTALL A DIGITAL CERTIFICATE:

Once you have purchased your digital certificate, the certification authority will provide you instructions on how to install your digital certificate. It is recommended to save your certificate in two locations (browser or usb). You can export or insert it for use on other devices and/or for safe keeping in case your installed certificate is lost. This could include your local computer or on an external drive.

SIGNATURE APPEARANCE:

Digital Signature

Below are examples of digitally signed and sealed signature images with seal and without. If no image of your seal is included, the signature block must contain all of the information that would appear in the seal.



This item has been digitally signed and sealed by C.S. Hammatt, PE, on 05/01/2020.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

C.S. Hammatt, Professional Engineer, State of Florida, License No. 000000

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When engineering calculations, specifications, reports or other documents contain multiple sheets or pages, the design professional may apply a single digital signature per PDF file. A digital signature applied computer PDF file shall have the same force and effect as signing all the individual sheets or pages contained within that item.



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Broward County Guidelines indicate that each drawing shall have its own PDF file, no multiple sheets in one PDF file are allowed for the drawings.

Electronic Signature

The signed and sealed report must be sent along with the electronically signed and sealed file either by hardcopy or electronic scan.

Printed copies of electronically signed, dated, and sealed documents are not considered signed and sealed.

Simply encrypting, securing, or locking an electronic file does not constitute a digital or electronic signature or seal.

Examples with seal and without are below. If no image of your seal is included, the signature block must contain all of the information that would appear in the seal.



This item has been electronically signed and sealed by C.S. Hammatt, PE, on 05/01/2020 using a SHA authentication code.

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C.S. Hammatt, Professional Engineer, State of Florida, License No. 000000

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