

Digital Signature Instructions

Professional Engineers

Upload digitally signed and sealed plans meeting Pasco County's adopted requirements for state licensed design professionals such that each licensee's digital signature appearance is to be accompanied by language that coincides with requirements adopted by the Florida Board of Professional Engineers (FBPE) on Nov. 3, 2015. For more information on acceptable seals, please refer to [Florida Board of Professional Engineers Organization](#) Chapter 61G15 Organization & Purpose document.

This language must be present when the digital signature is applied to any document or drawing that requires signing and sealing by any Florida State Licensed Design Professional. The purpose of this additional requirement is to ensure certainty in how a file was originally signed and sealed and to show that the file is not valid for re-filing as an original document.

As with paper plans, each plan set needs to be signed and sealed by the professional of record. For PDF files, each document must contain an original verifiable digital signature. Scanned copies of digitally signed plan sheets are not acceptable. Signing with a digital signature issued to you by a Third-Party Certification Authority that is accompanied by a digitally created image of your seal and required language (see bulleted sentences below). Signing information should be placed where an original signature would appear if the item were being physically signed, dated and sealed. The seal image and sentences should be placed on the document outside of the digital signature appearance and flattened before applying the digital signature. You must ensure that the seal meets the size requirements of the Florida Board of Professional Engineers.

- This item has been electronically signed and sealed by [Licensee, PE] on the Date and/or time Stamp shown using a digital signature.
- Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Architects and Landscape Architects

Signing with a digital signature issued to you by a Third-Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and

sealed. The sentences should be placed on the document outside of the digital signature appearance and flattened before applying the digital signature.

- This item has been electronically signed and sealed by [Licensee, RA, or LS] on the Date and/or Time Stamp shown using a digital signature.
- Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.