SIGNATURE AFFIDAVIT GUIDE

A copy of the "Signature Affidavit Form.pdf" file from the City of Hallandale Beach website. The form can be found on the Building Inspections/permits page, inside of the Forms label on the left-hand side of the page or https://hallandalebeachfl.gov/1271/Applications-Forms

Open the file in Adobe Reader. Read through the first page so you understand what you're agreeing to, and then scroll down to the second page. You should see the following boxes waiting to be filled out.

Begin by typing in your name and the name of your company inside of their appropriate boxes.

After you have filled the two boxes in, click on the square area labeled **"ELECTRONIC SIGNATURE WITH CERTIFICATION NUMBER VISABLE (PE / AA / RA / Etc.)".** This will open a window (shown on the next page) that will allow you to add or create a new signature for you to insert to this document.

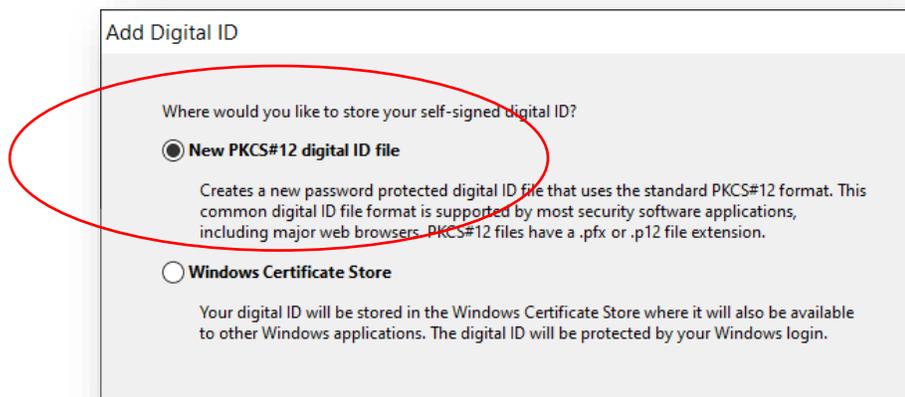Select the **'A new digital ID I want to create now' option** and click **Next**.

At this point, you can either use a signature you have previously created or create a new digital signature. In this guide, we will create a new one.

Make sure the **'New PKCS#12 digital ID file'** is selected and click **Next**.

On the page shown below, you will need to fill out the necessary information. (Your name, Organization Name, and your email address).

Important: <u>In the Organizational Unit field, please enter your Contractor, Land Surveyor, Engineer or Architect license number.</u>

You shouldn't need to change any of the other settings on this page, so click the **Next** button.

You will now need to create a password for this signature. This ensures that you are the **only** person that can sign a PDF document with this signature (please do not share).

In the lower two textboxes, create a password and confirm it. When you're done, click **Next**.
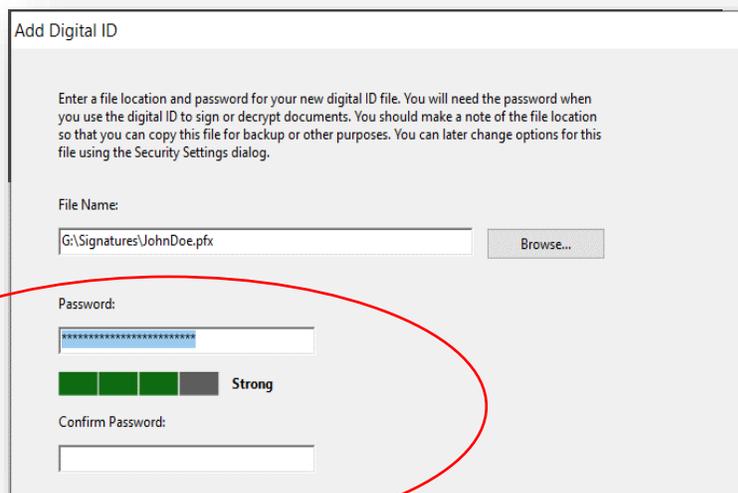
Note: You can also change where your computer saves this signature by clicking the Browse button next to the File Name box. This will allow you to save the signature file to a thumb-drive and use it on multiple computers.
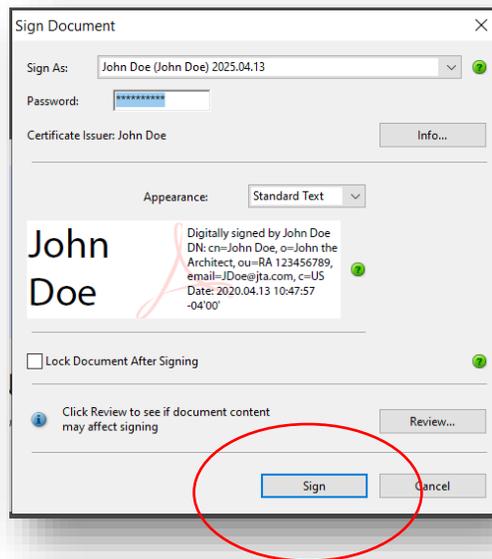
In order for signatures to match, you will need to use this file, and only this file to sign documents.

If this is the only computer, you'll be using to sign documents with this signature, then you can ignore this note and continue.
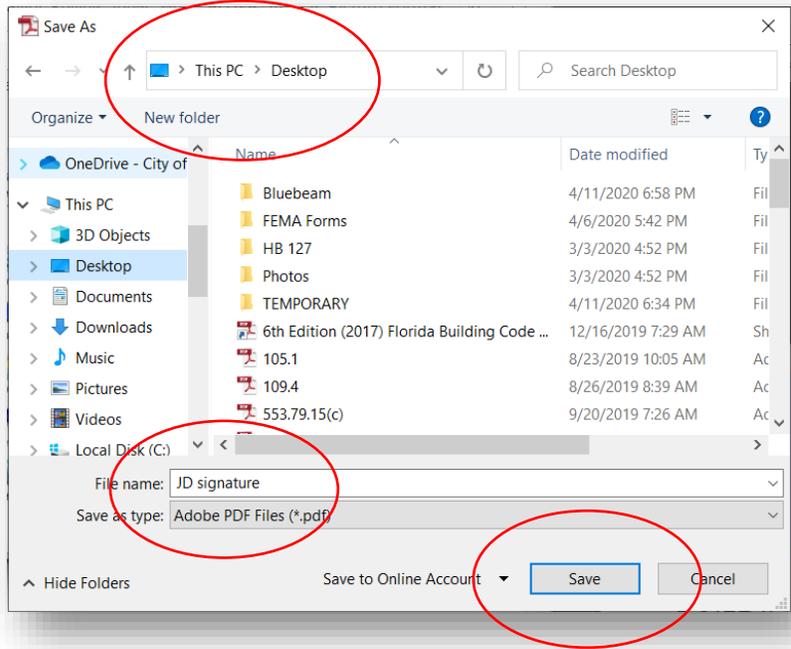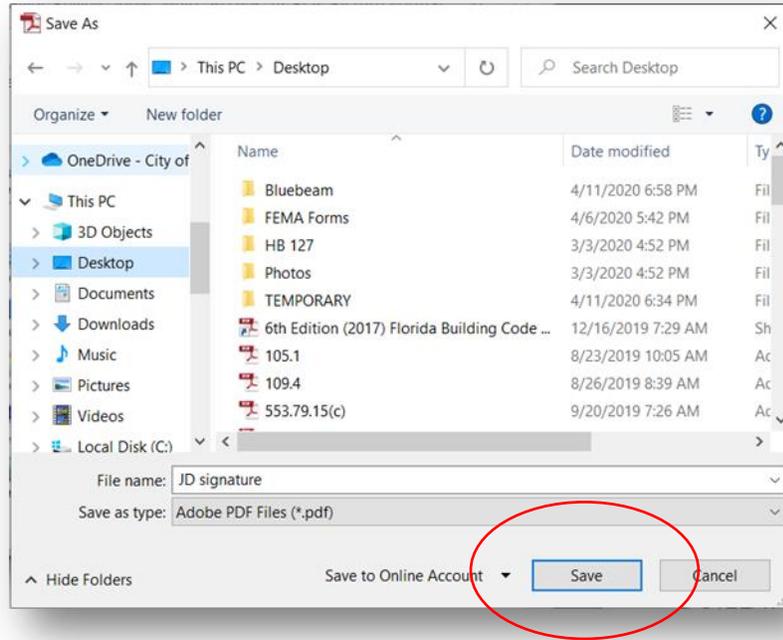

Your signature has now been created.

Type in the password you just created in the Password box and click the Sign button at the bottom.

You will be asked where you want to save the document now that it has been signed. Give it a new name, select a location where you can find it, and click the Save button.

You have successfully signed the affidavit, **but we're not done yet.**

The City of Hallandale Beach needs the **Electronic Signature Serial Number** associated with your signature. **This way, we can verify that any digital documents that you send are indeed from you.**

The following steps will show you how to get your signatures serial number. Begin by **clicking** on the signature you just created.
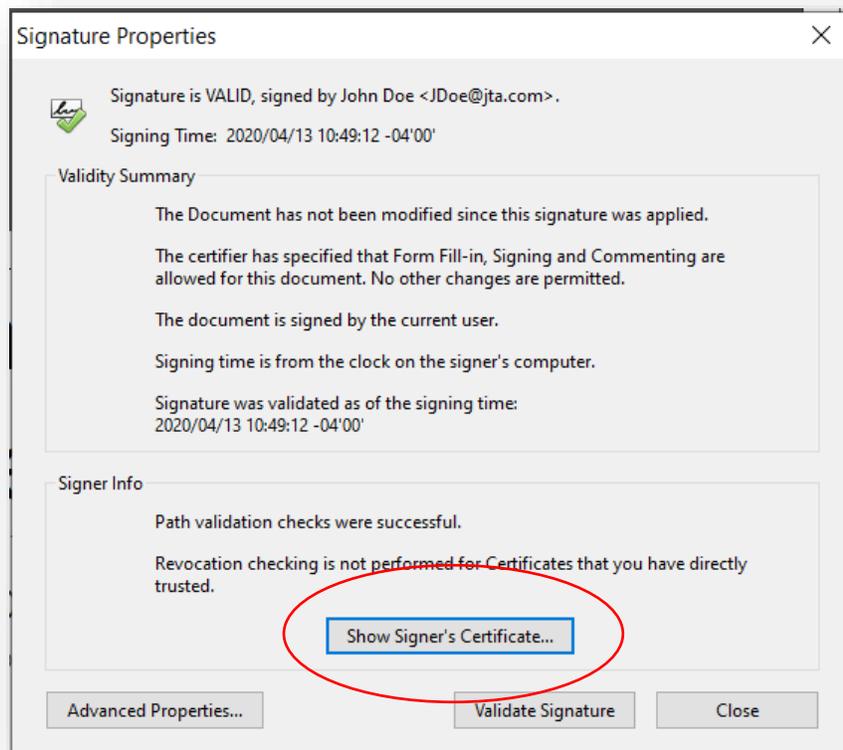
The following box should appear now. Click the **Signature Properties** button.
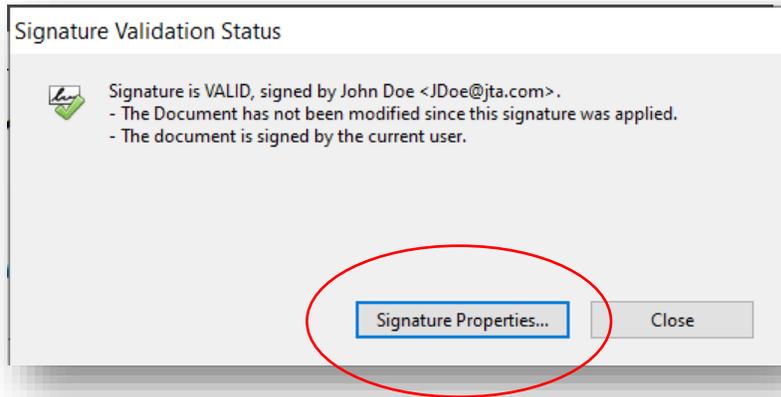
(You can also **RIGHT CLICK** on the signature and click **SHOW SIGNATURE PROPERTIES** if clicking on it normally didn't work.)
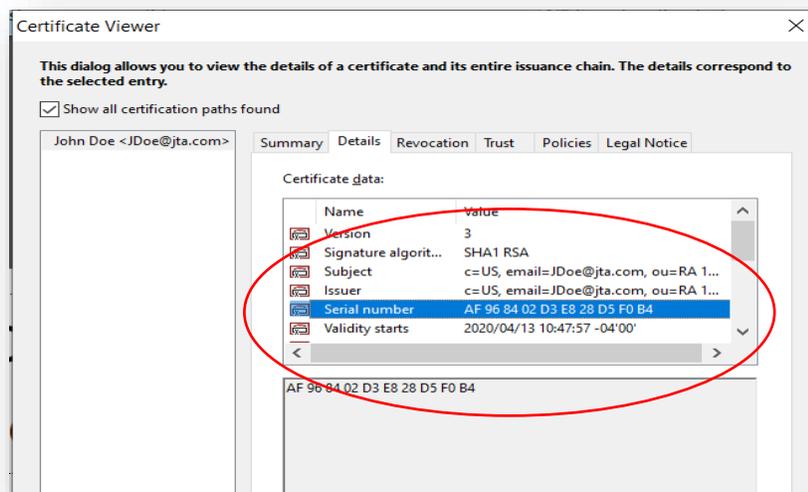
Once the Signature Properties windows opens, click the **Show Signer's Certificate** button.

A window called Certificate Viewer will open. Click on the **Details tab** towards the top.
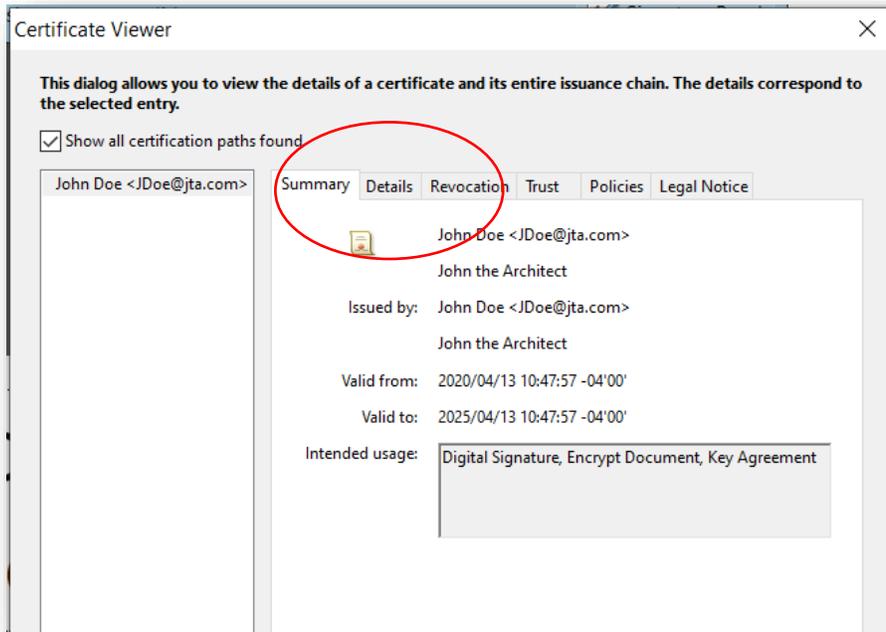
In the *Certificate data box*, scroll down towards the bottom until you come to the **Serial Number** field, as shown below.

The 20 characters you see represents your serial number. <u>Select the serial number</u> in the box below, right click it, and select copy.

Once you have copied your serial key, you can close this box, and the Signature Properties box. You should now be back at your PDF file.
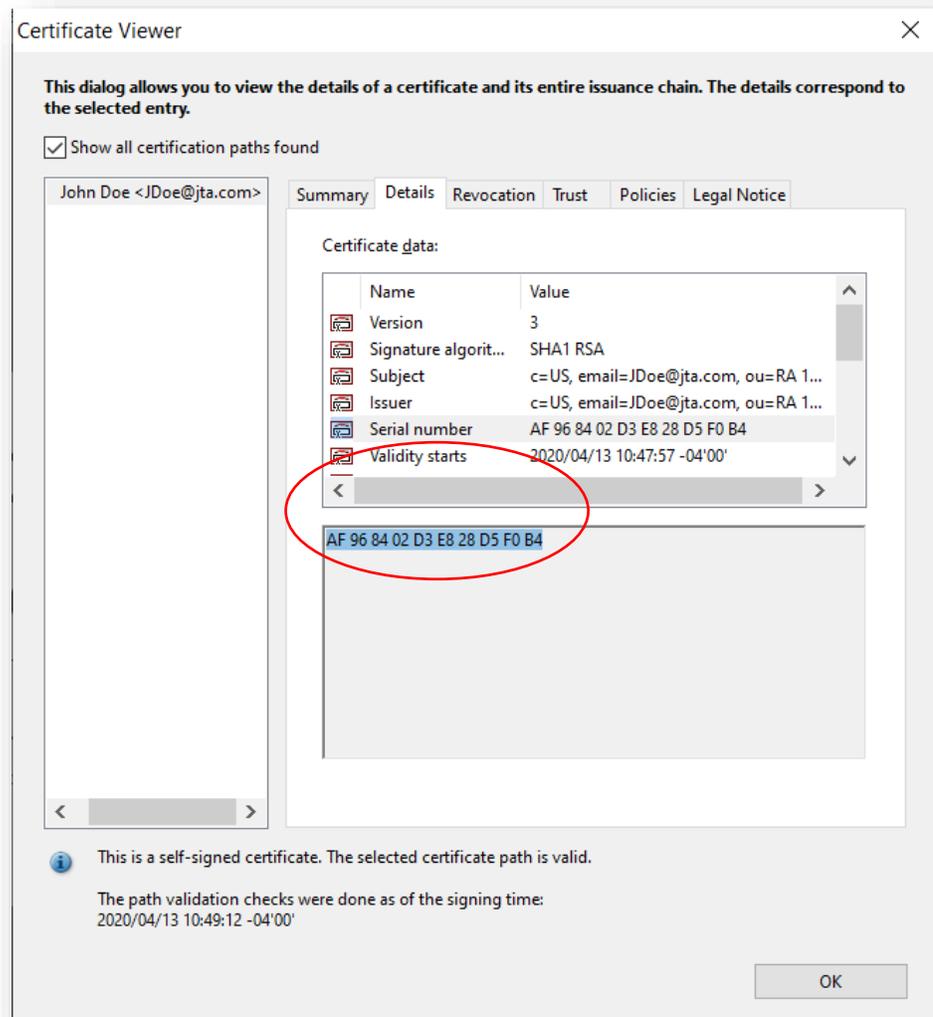
Now, right click on the **"ELECTRONIC SIGNATURE SERIAL NUMBER"** area/box for your Signature Serial Number, and paste your Serial Key into the Serial Number, as shown below.

APPLICANT NAME (please pri...

COMPANY NAME

PLACE APPLICANTS
RAISED OR
WET SEAL
HERE WITH
SIGNATURE

ELECTRONIC SIGNATURE WITH CERTIFUCATION
NUMBER VISABLE (PE / AA / RA / ETC.)

AF 96 84 02 D3 E8 28 D5 F0 B4

ELECTRONIC SIGNATURE SERIAL NUMBER

CITY OF HALLANDALE BEACH APPLICATION NUMBER

Enter your application / process number into the **HALLANDALE BEACH APPLICATION NUMBER** box, as shown below. (Example: PL-OMNI-20-001573)

WET SEAL
HERE WITH
...NATURE

ELECTRONIC SIGNATURE WITH CERTIFUCATION
NUMBER VISABLE (PE / AA / RA / ETC.)

ELECTRONIC SIGNATURE SERIAL NU...

PL-OMNI-20-001573

CITY OF HALLANDALE BEACH APPLICATION NUMBER

Finally, you will need to print out this document, place your physical signature in the box provided, apply your wet seal or raised seal in the box and deliver the signed and sealed original document to the City of Hallandale Beach in person or via mail.

Once this affidavit is completed and submitted, you can proceed to digitally sign and upload your documents to e-Plan. The City of Hallandale Beach will be able to verify your digital signature and accept your documents.

NOTE
Each permit application will require a different Electronic signature affidavit.