

PSSP – Digital Signatures

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1) Once a document is signed, how can another person save and sign the document digitally?

If you are signing a document with multiple signatures be sure to use Adobe Reader \ Acrobat or Nuance Power PDF. To sign the second signature of a document, simply open it using one of the previously mention applications and sign.

2) Do digital signatures need to be notarized?

During the process of obtaining a digital signature you will have to have the form notarized, but after obtaining your digital signature you will not have to have it notarized.

3) Are the new forms for digital signature available for use now on the FDOT website?

Yes. They are available to be sent to you via email or to a project site from the CARS – Prefilled Construction Forms application. <http://fdotewp2.dot.state.fl.us/FormData>

4) Who is supposed to validate a signature?

Whoever is given the responsibility to make sure documents are correct.

5) What is the recommended method to keep from invalidating a primary signature when a secondary signature is placed?

Best solution, avoid signing any multi-signature document with Bluebeam. For more in-depth details, check out the digital signatures document. [Link to document](#)

6) For cases where you may want to make markups on a signed document, such as final estimates making markups on as-built plans, what is the process so that a signature is not invalidated through a markup? Once final markups are made, it seems that the plans or document would have to go back to the EOR to resign. If this is the case, it may defeat the intent of the current procedure.

It is possible if you use the Document Certification option in Bluebeam and you choose the option to allow markups, fill in forms, and digital signatures. If you use just a regular digital signature, it will not be invalidated but it will notify you that changes have been made since the document was signed.

7) How does signature validation work with multiple signatures? What if one person signs the document, the second person has a comment field to fill in and then they sign the document. Will the first person's signature be invalidated by the second signature, even if a form allows for comments from the second person?

If the form is setup to lock certain fields for each signature, then the form will need to be signed in applications such as Adobe Reader \ Acrobat or Nuance Power PDF. Bluebeam does not correctly support the field locking feature and therefore can produce problematic results.

8) Does Bluebeam and IdenTrust have the same functions? Can we use one for both e-signature and asbuilt plans?

Bluebeam is actually a software application for handling PDF files and IdenTrust is a certificate authority who issues digital certificates. Therefore, IdenTrust issues you a digital certificate that you would then use a PDF application such as Bluebeam Revu to sign a document.

9) Will Admins and RCS need a digital signature for notices of noncompliance and payroll violations?

Anyone that needs to sign a digital document will need to have a digital signature.

10) Can you explain the difference, again, between personal and root certificates?

A personal certificate is issued to you from a certificate authority such as IdenTrust and is unique to you and identifies you when you sign a document. Every certificate that is issued by a certificate authority is signed by a root certificate that is unique to that certificate authority. Being signed by a root certificate makes your personal certificate valid and trustworthy. In order for you and others to validate a document signed by you, they will need to have the same root certificate installed on their machine as well. For a more detailed description see the digital signatures document. [Link to document](#)

11) We have had some issues signing a document in one program (Nuance, etc.) and opening and seeing it in another program (Adobe). Is there something you can recommend for this?

Not very sure of the issue you are referring to here. If you are referring to invalidated signatures, make sure to not use Bluebeam in the signing process when signing documents with multiple signatures. Other than that you should have no trouble opening and viewing a PDF created in any program in any other program.

12) If I have an IdenTrust signature on my office computer and I export it to my iPad for field work, will I need to import it back to my office computer to be able to sign? Can two devices have the ability to sign at once?

Unfortunately, there are no native apps on iOS devices that we are aware of that support signing documents using a digital certificate. This might change in the future however. At the present you will have to use our FDOT Sign application. If you did export your certificate and didn't choose the option to remove the private key, then there is no reason to have to reimport it. It is also possible to export your key from one machine, leaving the box to remove unchecked, and import it on another machine. Your certificate will then exist on both machines and you can use them to sign on either machine.

13) Why would you export a certificate?

There are many scenarios for why you may want to export your certificate. To keep a backup of your certificate, move your certificate to another machine, install your certificate on another machine, or to use our FDOT Sign application.

14) If a project has a JPA, how does the signature work for third party agencies?

After signing a document, verifying it would be the same for them as it is you. They will need to obtain and install the root certificate from the certificate authority that issued your digital certificate used to sign the document if they do not have it.