



DIGITAL SIGNATURE REQUIREMENTS FOR PROJECT ENGINEERS OF RECORD

In accordance with OSBEELS requirements, ODOT requires contract plans and specifications (finals documents) stamped and digitally signed by a Professional of Record to be independently verifiable by a Certificate Authority (3rd party).

ODOT personnel can contact ODOTDigital@odot.state.or.us, to establish and obtain a signature account. Once a signature account is assigned by your agency's signature program administrator, a 3rd party certificate authority can be viewed to verify a digital signature. If you have not contacted a 3rd party certificate authority, you are using a self-sign program, which cannot be verified and renders a digital signature non-compliant.

All agencies submitting final documents to ODOT's Project Controls office (PCO), for the first time, are encouraged to send a sample of a digitally stamped and signed plan sheet to the [PCO Pre-Letting Specialist](#) to review the digital signature for compliance, **at least 2-3 weeks prior to PS&E submittal due date**. The PCO's preliminary review will provide the design team enough time to adjust the digital signature to meet compliance requirements.

PS&E packages submitted to the Project Controls Office with non-compliant digital signatures will not be accepted and returned for correction. Prior to submitting a PS&E package, EACH contract plan sheet and POR digital signature should be verified for the following:

STRUCTURE NO. 21610		OREGON DEPARTMENT OF TRANSPORTATION 		
BDS DWG NO. 100726				HWY 004 OVER BNSF_MP Z165,62 US97 @ WICKIUP JCT BRIDGE GIRDER REMOVAL (LA PINE) PROJECT THE DALLES - CALIFORNIA HIGHWAY DESCHUTES COUNTY
CALC. BOOK N/A		Designer: Zachary T. Beget Reviewer: Robert E. Grubbs Drafter: Michael L. Graves Checker: Robert E. Grubbs		
HWY: 004 M.P.: Z165.62		DIAPHRAGM DETAILS		SHEET NO. J04
COUNTY Deschutes				
DATE MAR/2018		RENEWS: 12-31-2019		



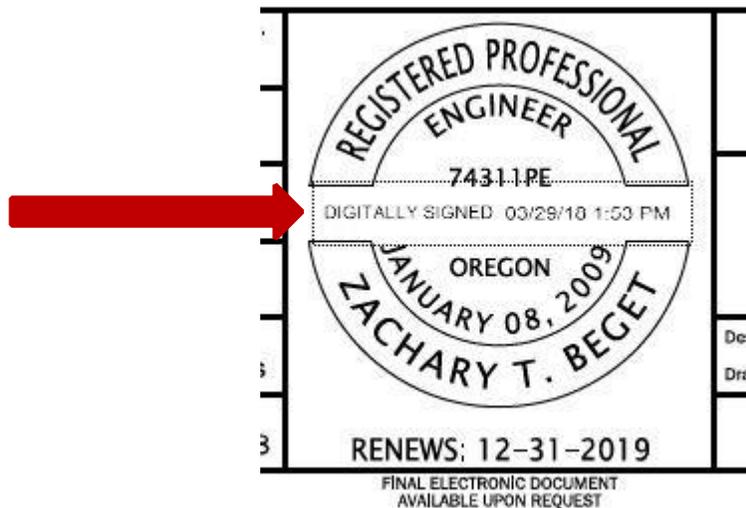
FINAL ELECTRONIC DOCUMENT AVAILABLE UPON REQUEST

Rotation: 0° Scale: 3/8"=1'-0"

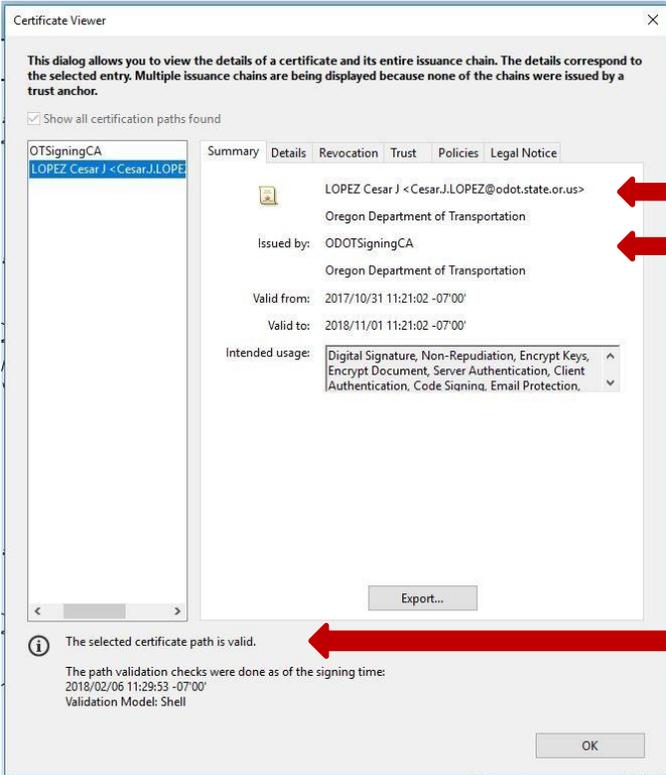
The correct signature block must be used, and the "Final Electronic Document Available Upon Request" notice must be located below the stamp.

The Engineer of Record's Stamp must be placed on the document and the document must then be converted to a .pdf.

The Digital Signature must be placed onto the .pdf after it has been created. If the document requires a concurrence signature (i.e. by the ODOT Bridge Engineer), you must add both signature fields before applying your own signature. The document has been signed correctly if the field can be highlighted when your cursor is placed over top of the signature field. You will notice the dotted line surrounding the signature. This shows an "active" signature that can be validated.



The Pre-Letting Specialist will look at the signature Certificate to ensure it indicates that the signature was assigned by someone other than the signer, and that the date/time stamp on the signature has not expired.



The screenshot shows the 'Certificate Viewer' dialog box. The 'Summary' tab is active, displaying the following information:

- LOPEZ Cesar J <Cesar.J.LOPEZ@odot.state.or.us>
Oregon Department of Transportation
- Issued by: ODOTSigningCA
Oregon Department of Transportation
- Valid from: 2017/10/31 11:21:02 -07'00'
- Valid to: 2018/11/01 11:21:02 -07'00'
- Intended usage: Digital Signature, Non-Repudiation, Encrypt Keys, Encrypt Document, Server Authentication, Client Authentication, Code Signing, Email Protection

At the bottom, a status bar indicates: 'The selected certificate path is valid. The path validation checks were done as of the signing time: 2018/02/06 11:29:53 -07'00'. Validation Model: Shell.'

Red arrows point from the following text to the corresponding fields in the screenshot:

- 'Identifies the signer and their Agency' points to the signer's name and organization.
- 'Identifies the Certificate Authority for the Agency' points to the 'Issued by' field.
- 'Identifies the validity checks were completed and the time of signing.' points to the status bar at the bottom.

When considering whether your digital signature program meets ODOT and OSBEELS requirements, refer to the following:

OSBEELS refers to Oregon Administrative Rule (OAR) 820-025-0010, which states:

- (1) A “Digital Seal and Signature” is a signature and electronic authentication process that is attached to an electronic document.*
- (2) A “Digital Seal and Signature” is not a photocopy, scanned copy, or other facsimile of a signed and sealed hard copy document, nor it is a copy or facsimile of a rubber stamp seal and ink signature, nor is it a copy of a computer-generated image of a seal and ink signature. Seals and signatures in this subsection (2) of the rule are not allowed on final documents.*
- (3) For electronic final documents, a “Digital Seal and Signature” (“digital signature”) is acceptable as an alternative to a stamped or computer-generated image of a seal with handwritten signature in permanent ink, if:*
 - a. The digital signature is unique to the registrant using it;*
 - b. The digital signature is independently verifiable by a Certificate Authority (3rd Party)*
 - c. The digital signature is under the sole control of the registrant using it;*
 - d. The digital signature is linked to the document in such a manner that the digital signature is invalidated if any data in the document is changed;*
 - e. The electronic files containing a single page, the registrant affixes a computer-generated image of a stamp that bears the phrase “digitally signed” in lieu of and in the location designated for a hand-written signature on that page. The computer-generated image of the stamp must be of a stamp as described in OAR 820-025-001(1) and (2), including the size prescribed in OAR 820-025-001 when the page is printed to full size.*

For ODOT Digital Signature assistance, please contact: ODOTDigital@odot.state.or.us

The [Digital Signature website](#) includes helpful information for consultants.