



CITY OF PARKLAND
DEVELOPMENT SERVICES DEPARTMENT
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Parkland, Florida 33067
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www.cityofparkland.org

SIGNATURE AFFIDAVIT INSTRUCTIONS

Download a copy of the “City of Parkland Signature affidavit.pdf” file from City of Parkland Website. The form can be found on the Parkland website, in the Forms & Documents section of the Building Division website. Go to the Application you are applying for and open form link to the “Signature Affidavit.

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 typing in your name and the name of the company.

APPLICANT NAME (PLEASE PRINT)

NAME OF COMPANY

PLACE APPLICANTS

RAISED OR WET

SEAL HERE WITH

SIGNATURE

**ELECTRONIC SIGNATURE WITH CERTIFICATION
NUMBER VISABLE (PE / AA etc.)**

ELECTRONIC SIGNATURE SERIAL NUMBER

John Doe

APPLICANT NAME (PLEASE PRINT)

City of Parkland

NAME OF COMPANY

PLACE APPLICANTS

RAISED OR WET

SEAL HERE WITH

SIGNATURE

TEXT HERE

ELECTRONIC SIGNATURE WITH CERTIFICATION
NUMBER VISABLE (PE / AA etc.)

TEXT HERE

ELECTRONIC SIGNATURE SERIAL NUMBER

- After you have filled the two boxes in, **click on the orange arrow**
- This will open a window (shown on the next page) that will allow you to add or create a new signature for you to attach to this document.

- Select the 'A new digital ID I want to create now' option and click Next or use an existing one

Add Digital ID

I want to sign this document using:

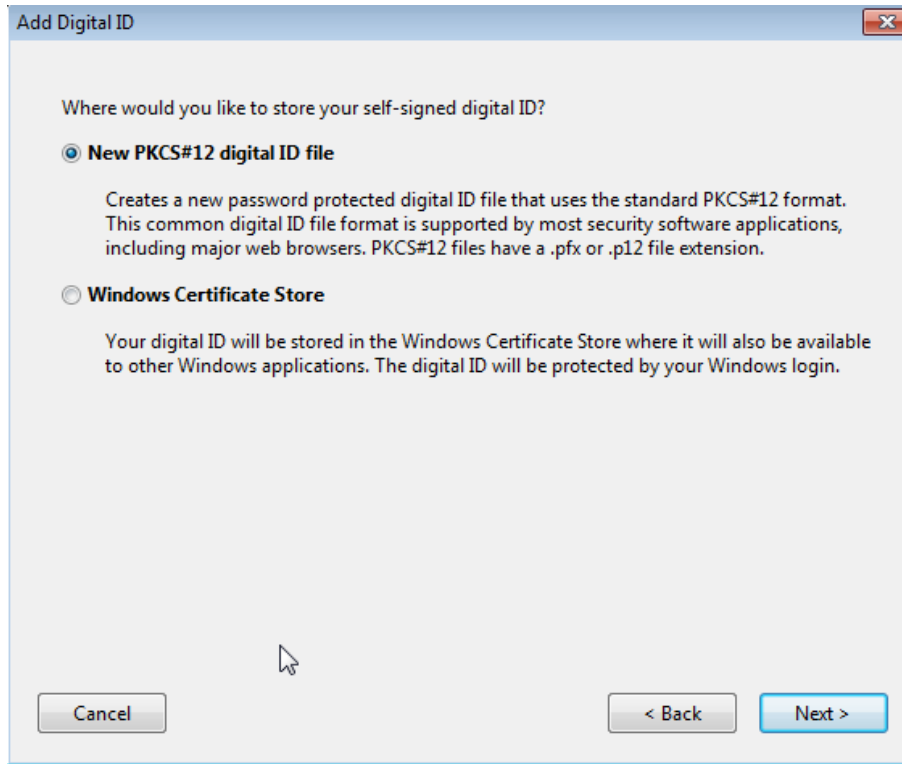
My existing digital ID from:

- A file**
- A roaming digital ID accessed via a server**
- A device connected to this computer**

A new digital ID I want to create now

Cancel < Back Next >

- “Make sure the ‘**New PKCS#12 digital ID file**’ is selected and click **Next**”



- On this page, you will need to fill out the necessary information (Your name, Organization name and your email address)

Important: In the Organization Unit field, please enter your contractor or Architectural license number.

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields:

- Name (e.g. John Smith): John Doe (indicated by a red arrow)
- Organizational Unit: CVC56729 (indicated by a red arrow and a red box labeled "Contractor Number")
- Organization Name: ABC Enterprises (indicated by a red arrow)
- Email Address: John.Doe@abc.com (indicated by a red arrow)
- Country/Region: US - UNITED STATES (dropdown menu)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

- 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.
- In the lower two textboxes, create a password and confirm it. When you're done, click **Finished**

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

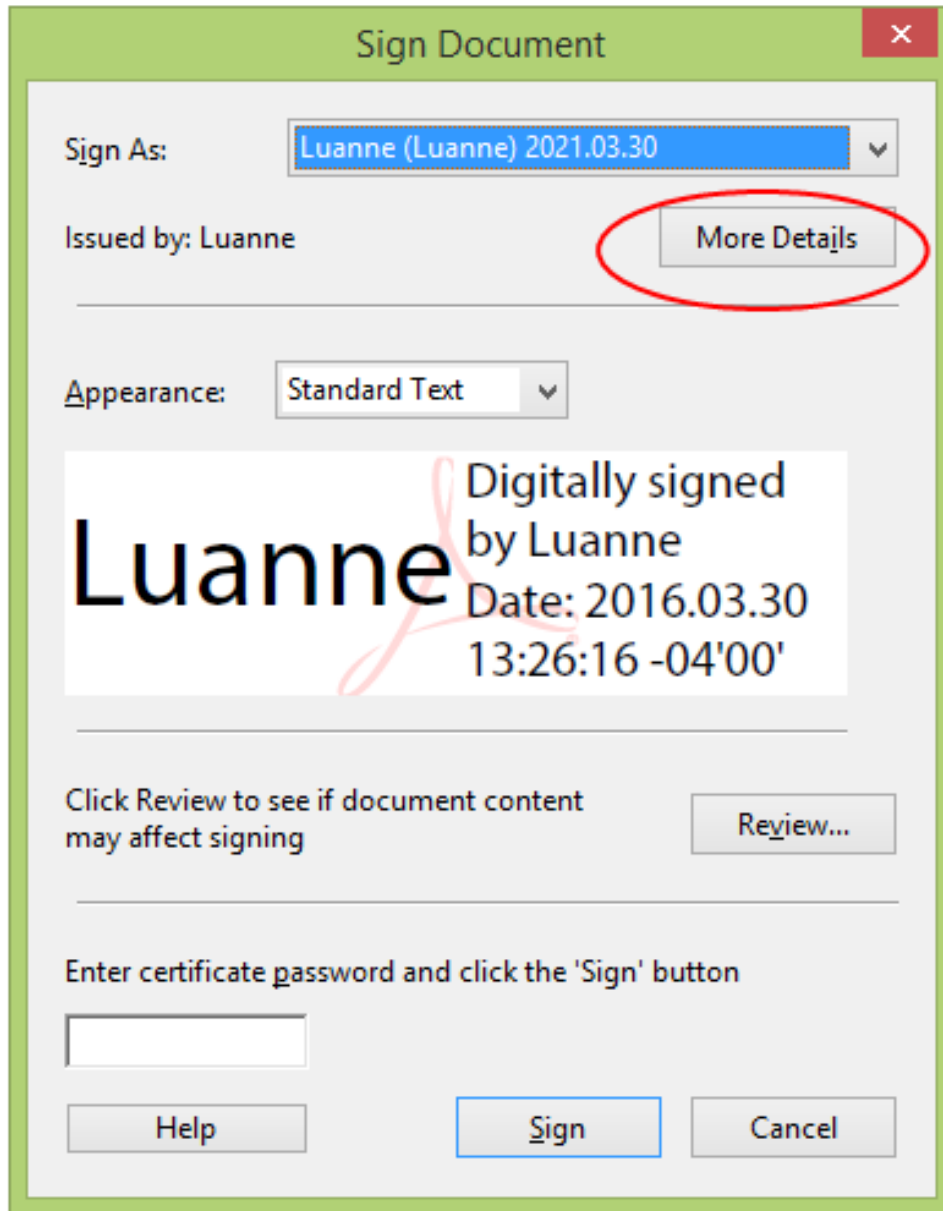
File Name:

Password:

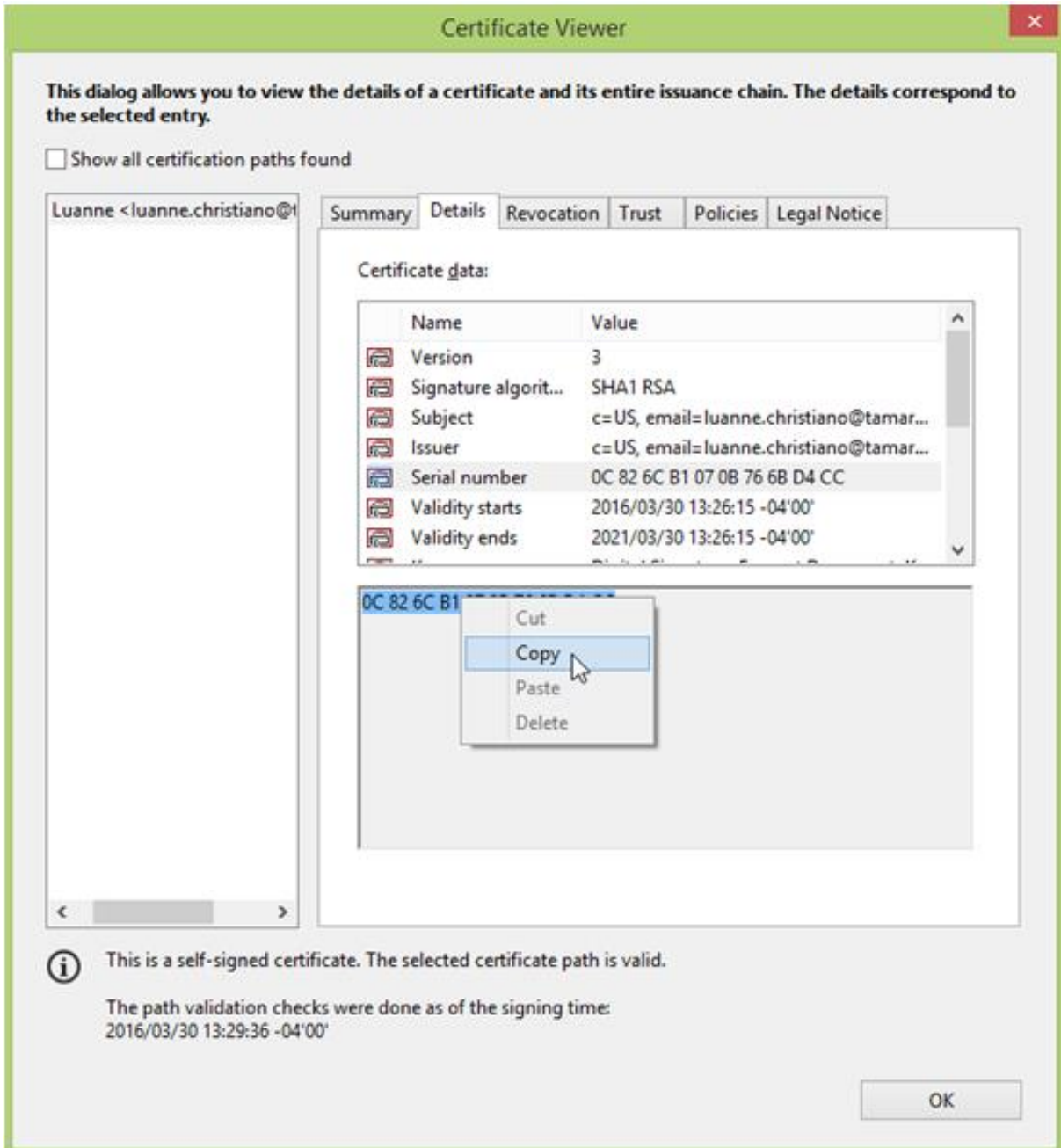
Strong

Confirm Password:

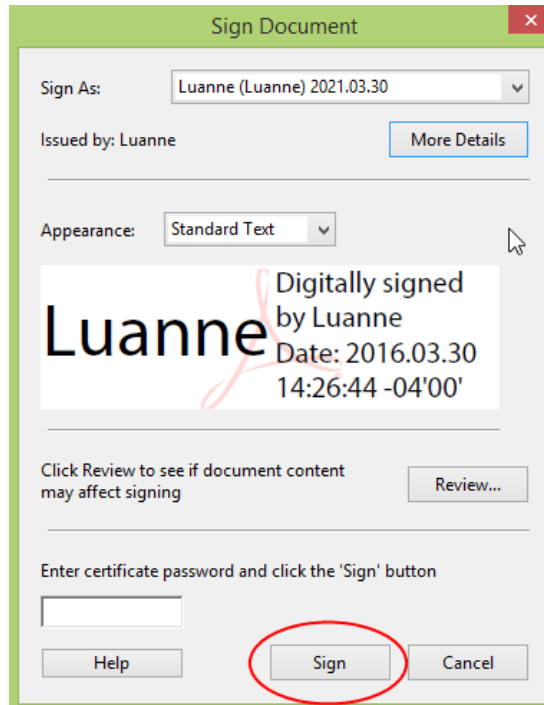
- Your Signature has now been created...
- Click on More Details



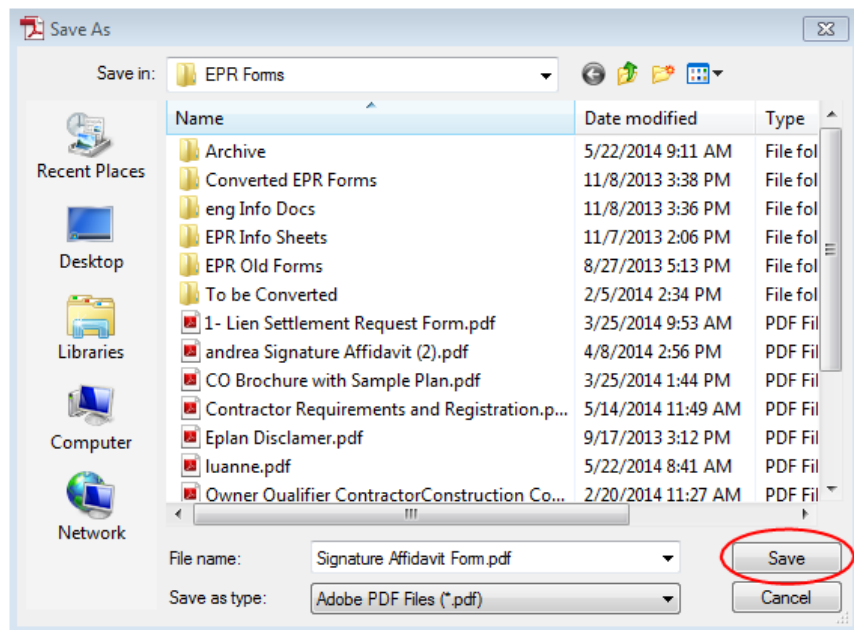
- Click on Details
- Click on Serial number
- Highlight and Copy
- Paste to a notepad or a document and save the serial number or write it down to add to the document after you print the signature page
- Click OK.



- Click OK again
- Enter your password
- Click on sign



It will then ask you to save your signature, Save to the location you would be able to find the saved signature easily and click Save



Your electronic signature will be added. See below:

Luanne

Digitally signed by Luanne
Date: 2016.03.30 14:32:33 -04'00'

**ELECTRONIC SIGNATURE WITH CERTIFICATION
NUMBER VISIBLE (PE / AA etc.)**

34 70 49 45 D5 1C 55 0E FE D7

ELECTRONIC SIGNATURE SERIAL NUMBER

***** PRINT OUT THE DOCUMENT AND ENTER YOUR SERIAL NUMBER IN THE ELECTRONIC SIGNATURE SERIAL NUMBER FIELD.**

ONCE THIS AFFIDAVIT IS COMPLETED AND SUBMITTED WITH YOUR RAISED OR WET SEAL, YOU CAN PROCEED TO DIGITALLY SIGN AND UPLOAD YOUR DOCUMENTS TO THE ELECTRONIC PERMITTING SYSTEM. THE CITY OF PARKLAND WILL BE ABLE TO VERIFY YOUR DIGITAL SIGNATURE AND ACCEPT YOUR DOCUMENTS.