

DEFINING ACCEPTABLE SIGNATURES

The type of signatures we are looking for are: Handwritten and Secured Electronic/Digital signature

- **Handwritten Signature:** If you are using handwritten signatures, please follow these steps:
 - print the completed form
 - hand sign the document (with the date) preferably using blue or black ink,
 - scan the document at good resolution (no shadows or cropped edges), and
 - upload the pdf document.

- **Electronic Signature:** Electronic signatures must be applied through Adobe Acrobat Sign and use secure, certificate-based encryption to verify the signer's identity and ensure document integrity. They must be uniquely linked to the signer, under their sole control, bound to the document, and applied via approved PDF software so that any changes invalidate the signature. If you are using the electronic signatures, please make sure it meets the following requirements:
 - is a legal, digital way to sign documents and not simple typed names or scanned signatures (basic e-signatures) and
 - is highly secure, encrypted digital signatures using certificates for strong identity verification.