



## **Pinellas County Guidelines for Acquisition and Use of Electronic Signatures**

To acquire and use a "Digital Signature" for the purpose of "Electronic Seal", or "Electronic Signature", the following steps should be taken:

1. Review the State of Florida's requirement for "Digital Signatures" as outlined in [Chapter 668](#) Florida Statutes.
2. Review the rules and regulations of the Governing Board of your profession or service for their acceptance and additional requirements for "Digital Signatures" in regards to "Electronic Seal", and "Electronic Notary", such as the Board of Engineers, [Chapter 471.025](#) Florida Statutes, Florida Administrative Code [61G15-23.004](#), or [Chapter 117.021](#) Florida Statutes and e-notarization rules promulgated by the Florida Department of State as referenced in the Statement of Policy section of this document.
3. Locate a company who acts as a "Certificate Authority" that will issue a "Digital Signature" (Electronic credentials) based on Public Key Infrastructure (PKI).
4. The list of providers below may be helpful and can be used to circumvent the need to execute steps 1 through 3. However, you may seek out any vendor which can provide the service in accordance with steps 1 through 3 above and seek approval from the Department for that provider.

[Link to Providers](#)

5. Review the Pinellas County CADD Standards Manual for Survey and Civil Engineering for proper use of electronic signing and sealing.