

AFFIDAVIT GUIDE – ADOBE ACROBAT

Download a copy of the ‘Pompano Beach Signature affidavit.pdf’ file from the Pompano Beach website. The form can be found on the **Building Inspections** page, inside of the **Applications and Forms** box on the right hand side of the page.

The link you want to click is labeled ‘**Signature Affidavit.**’

[CLICK HERE TO OPEN THE BUILDING INSPECTIONS WEBPAGE](#)

Open the file in Adobe Acrobat. 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.

The screenshot shows the Adobe Reader interface with the file 'Pompano Beach Signature affidavit MODIFIED.pdf' open. The document is on page 2 of 2, zoomed to 78.5%. A purple banner at the top of the document area reads: 'Please fill out the following form. You can save data typed into this form.' and includes a 'Highlight Existing Fields' button. The form content includes:

- A line for 'professional license.'
- A paragraph: 'By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.'
- Two light blue rectangular input fields.
- Labels: 'APPLICANT NAME (Please print)' and 'NAME OF COMPANY'.
- A large light blue rectangular input field.
- A box containing the text: 'PLACE APPLICANTS RAISED OR WET SEAL HERE WITH SIGNATURE'.
- Labels: 'ELECTRONIC SIGNATURE WITH CERTIFICATION' and 'NUMBER VISABLE (PE / AA ect.)'.
- Two light blue rectangular input fields.
- Labels: 'ELECTRONIC SIGNATURE SERIAL NUMBER' and 'POMPAÑO BEACH APPLICATION NUMBER'.

Begin by typing in your name and the name of your company inside of their appropriate boxes.

Pompano Beach Signature affidavit MODIFIED.pdf - Adobe Reader

File Edit View Window Help

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Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

professional license.

By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.

John Doe
APPLICANT NAME (Please print)

J.D. Enterprises
NAME OF COMPANY

PLACE APPLICANTS
RAISED OR
WET SEAL
HERE WITH
SIGNATURE

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

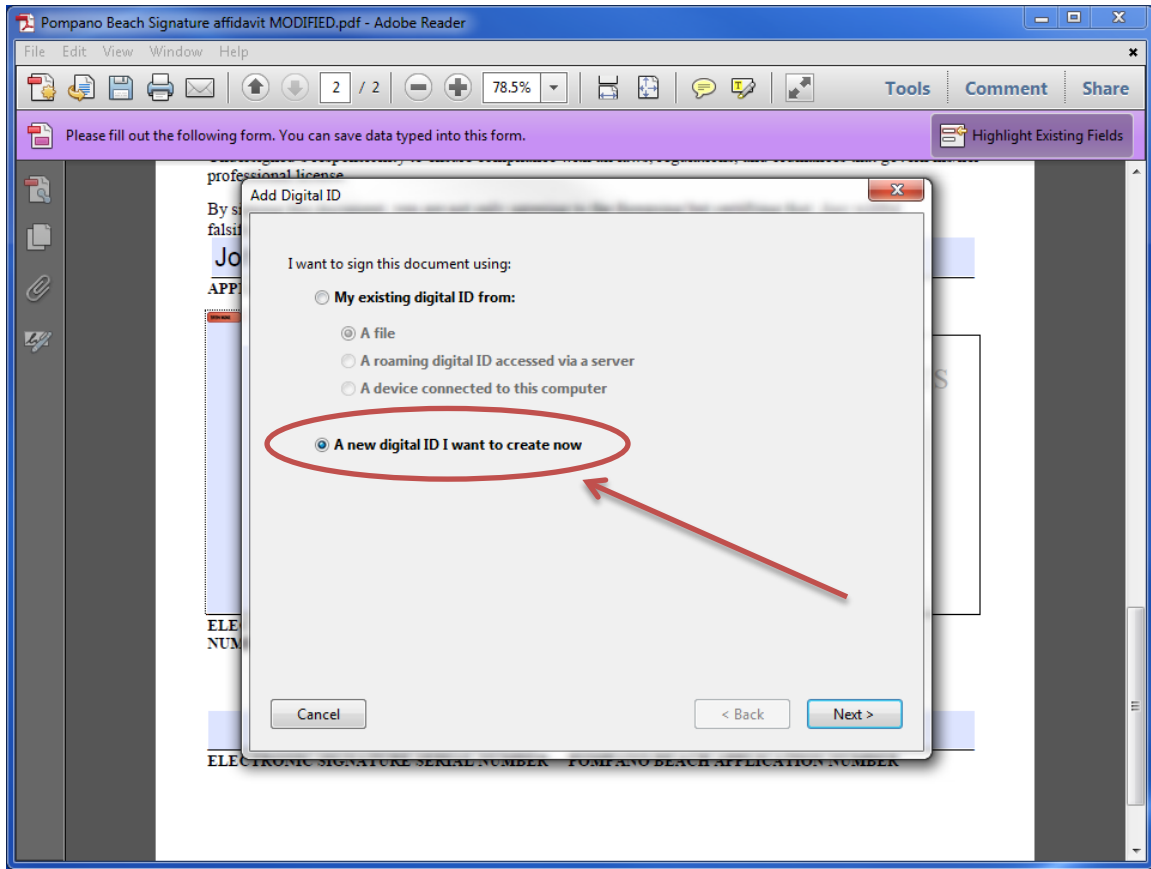
ELECTRONIC SIGNATURE SERIAL NUMBER POMPAÑO BEACH APPLICATION NUMBER

After you have filled the two boxes in, click on the large purple square labeled **'ELECTRONIC SIGNATURE WITH CERTIFICATION NUMBER VISABLE (PE / AA ect.)'**

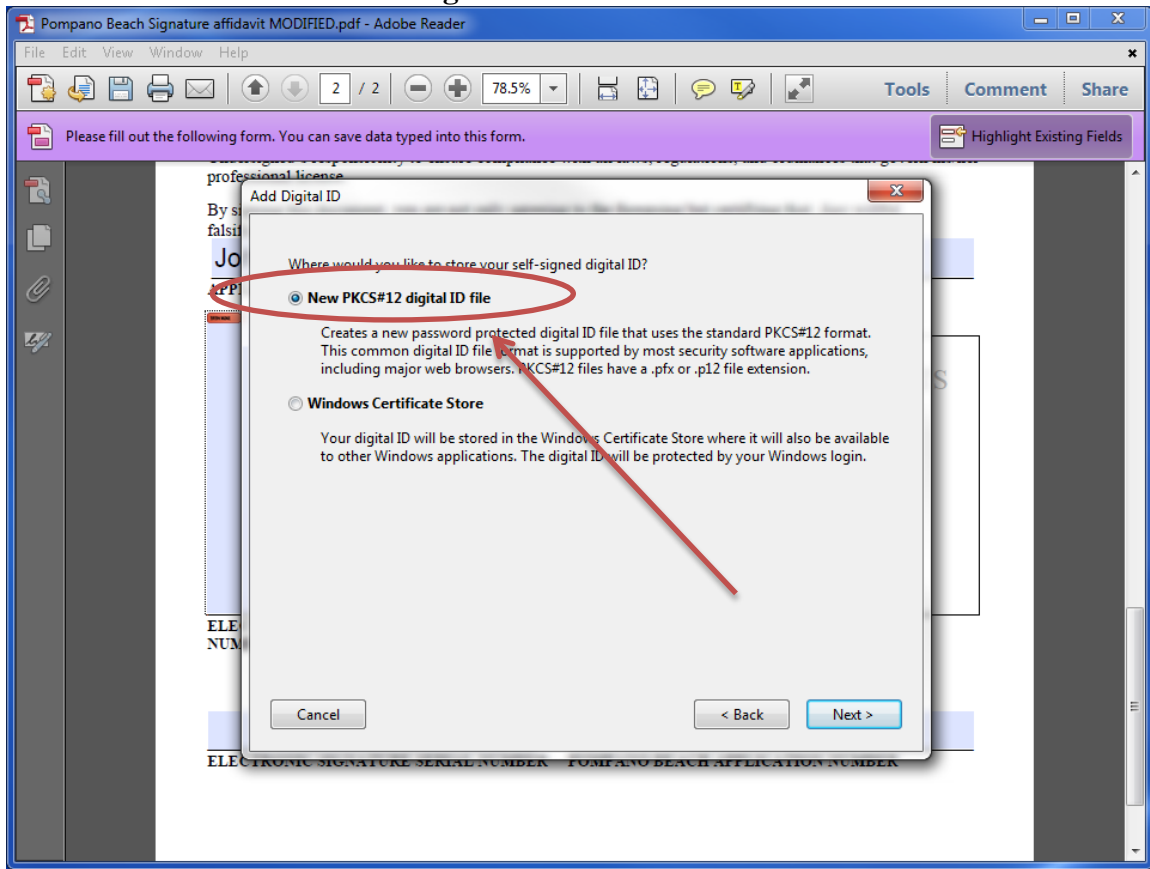
This will open a window (shown on the next page) that will allow you to add or create a new signature for you to attach to this document.

At this point, you can either use a signature you have previously created, or create a new digital signature. In this guide, we will create a new one.

Select the **‘A new digital ID I want to create now’** option and click **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 *Organizational Unit* field, please enter your Contractor or Architectural license number.

The screenshot shows the 'Add Digital ID' dialog box in Adobe Reader. The dialog box contains the following fields and values:

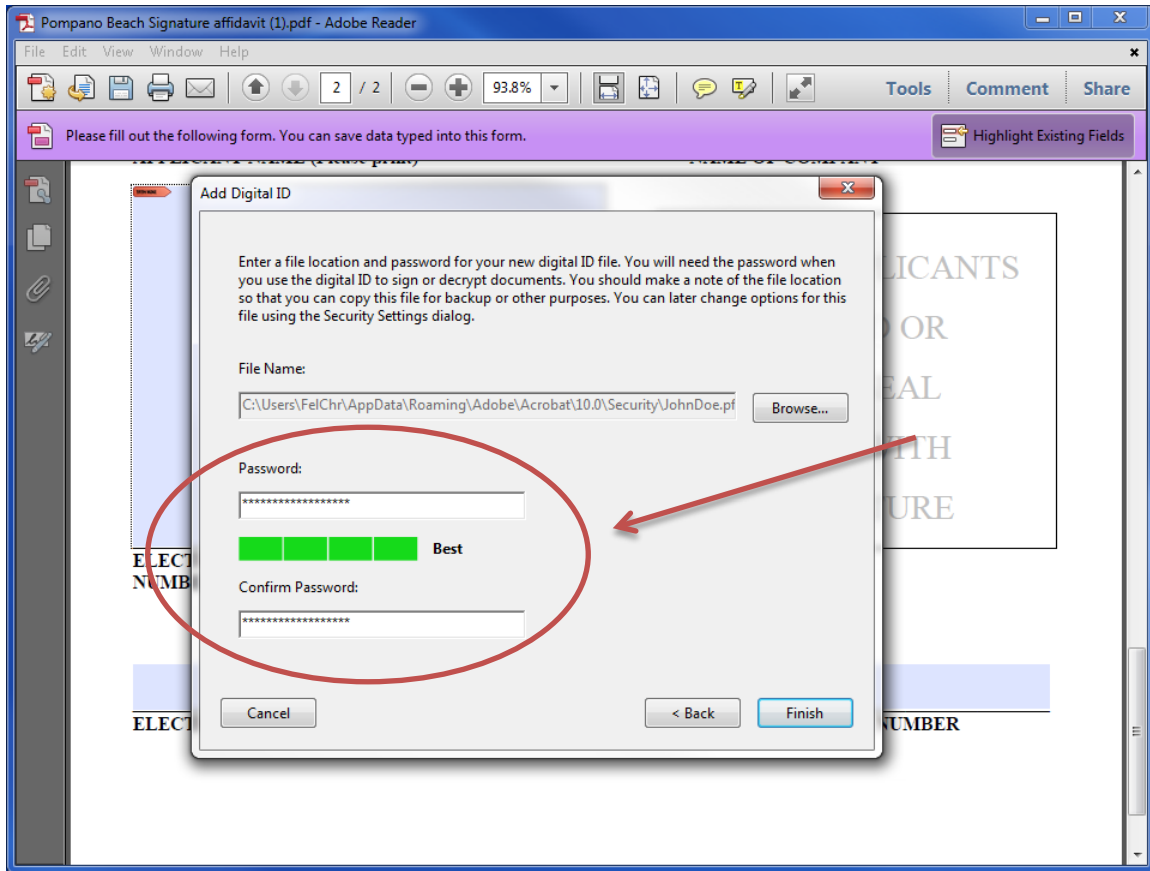
- Name (e.g. John Smith): John Doe
- Organizational Unit: CVC56727
- Organization Name: J.D. Enterprises
- Email Address: John.Doe.@jde.com
- Country/Region: US - UNITED STATES
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Red arrows point to the Name, Organizational Unit, Organization Name, and Email Address fields. The Organizational Unit field is labeled 'Your license #'. The dialog box has 'Cancel', '< Back', and 'Next >' buttons.

You shouldn't need to change any of the other settings on this page, so click the **Next** button.

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 **Next**.



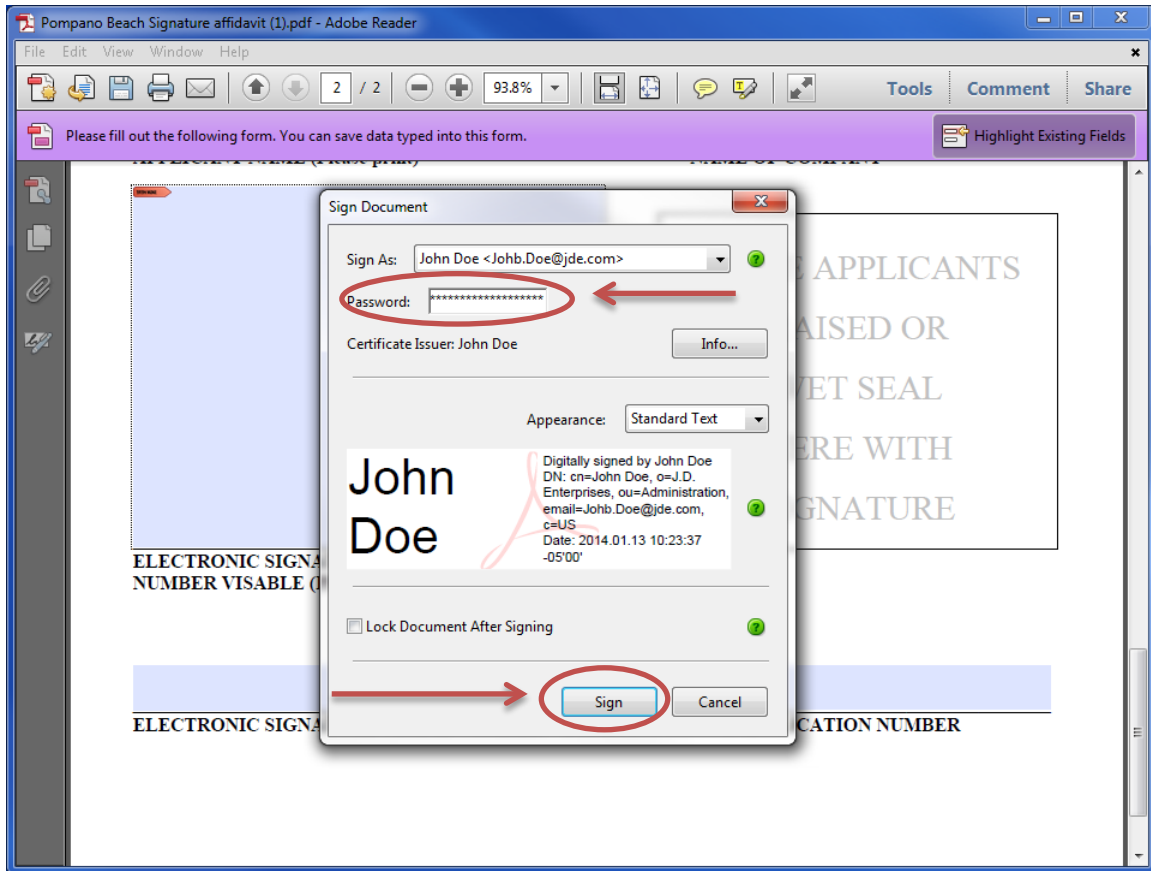
Note: You can also change where your computer saves this signature by clicking the **Browse** button next to the **File Name** box. This will allow you to save the signature file to a thumbdrive and use it on multiple computers.

In order for signatures to match, you will need to use this file, and only this file to sign documents.

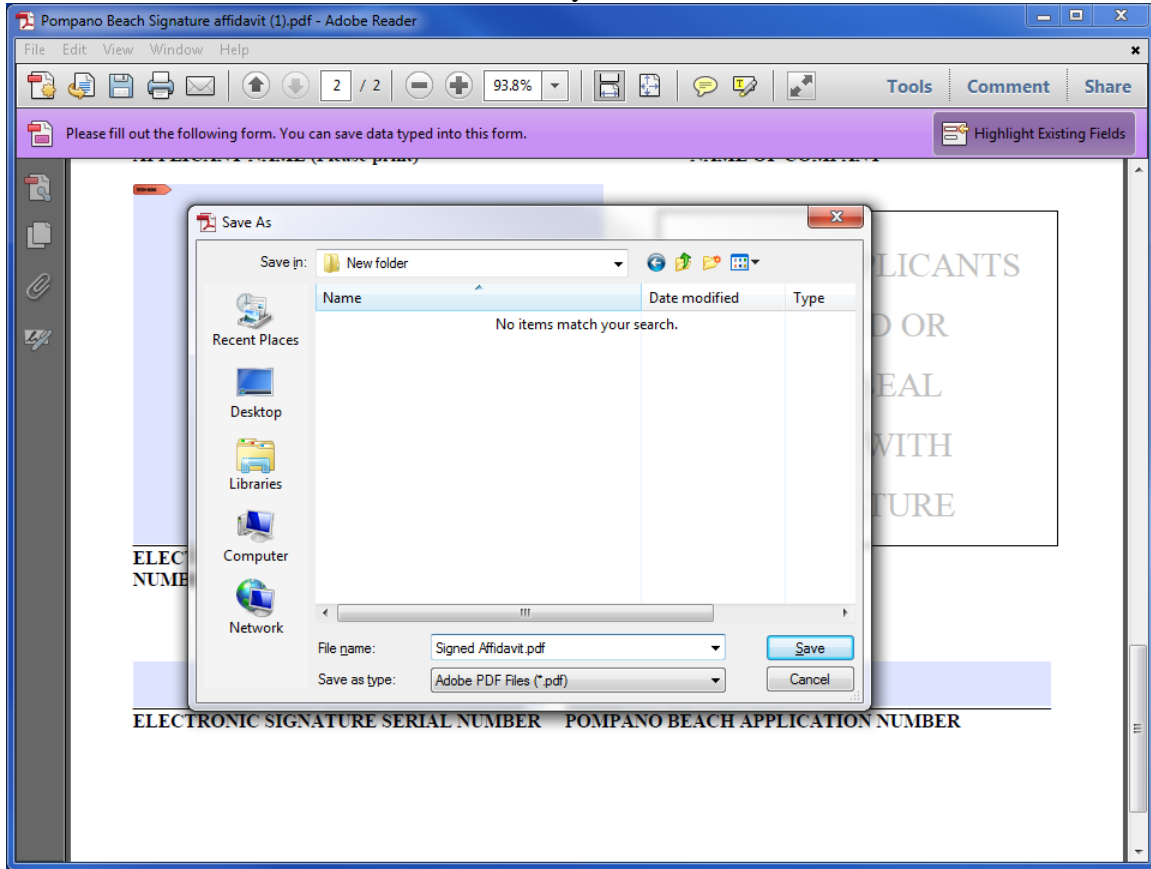
If this is the only computer you'll be using to sign documents with this signature, then you can ignore this note and continue.

Your signature has now been created.

Type in the password you just created in the Password box, and click the **Sign** button at the bottom.



You will be asked where you want to save the document now that it has been signed. Give it a new name, select a location where you can find it, and click the **Save** button.

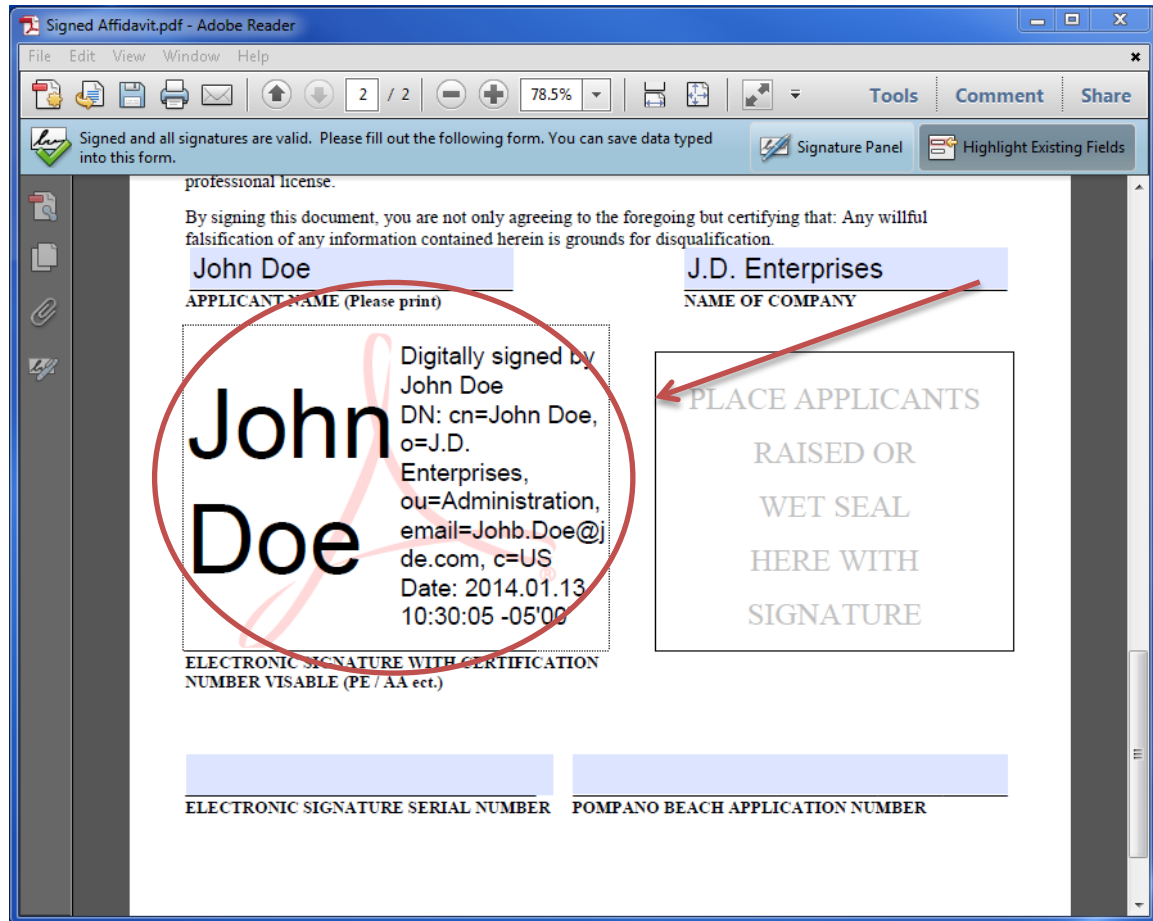


You have successfully signed the affidavit, but we're not done yet.

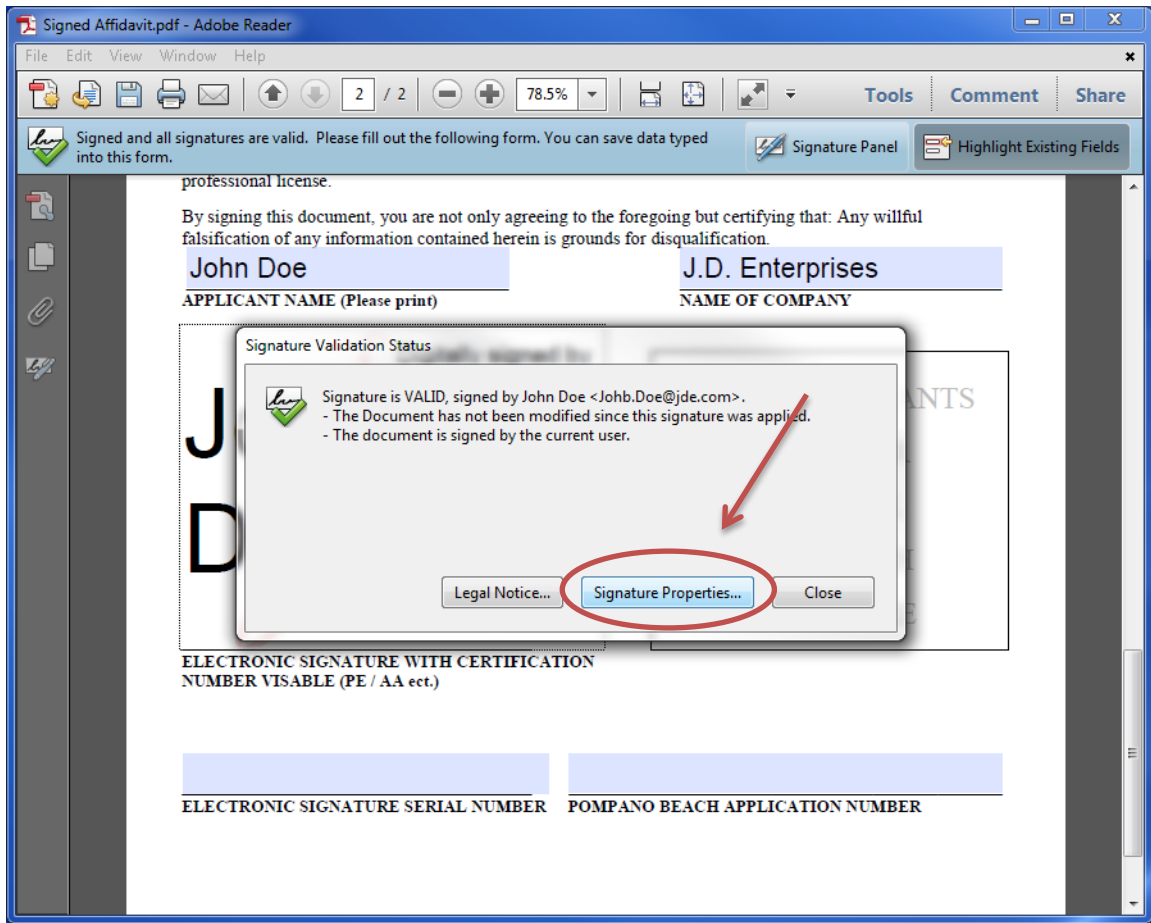
The City of Pompano Beach needs the **Electronic Signature Serial Number** associated with your signature. This way, we can personally verify that any digital documents that you send are indeed from you.

The following steps will show you how to get your signature's serial number.

Begin by clicking on the signature you just created.

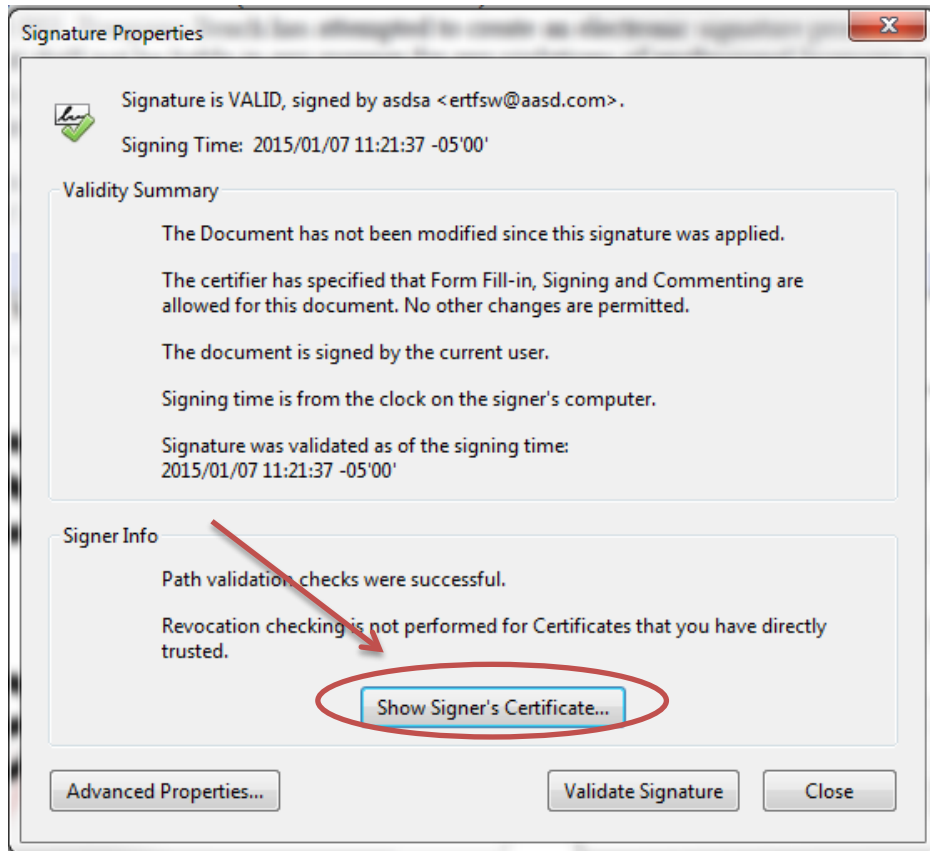


The following box should appear now. Click the **Signature Properties** button.

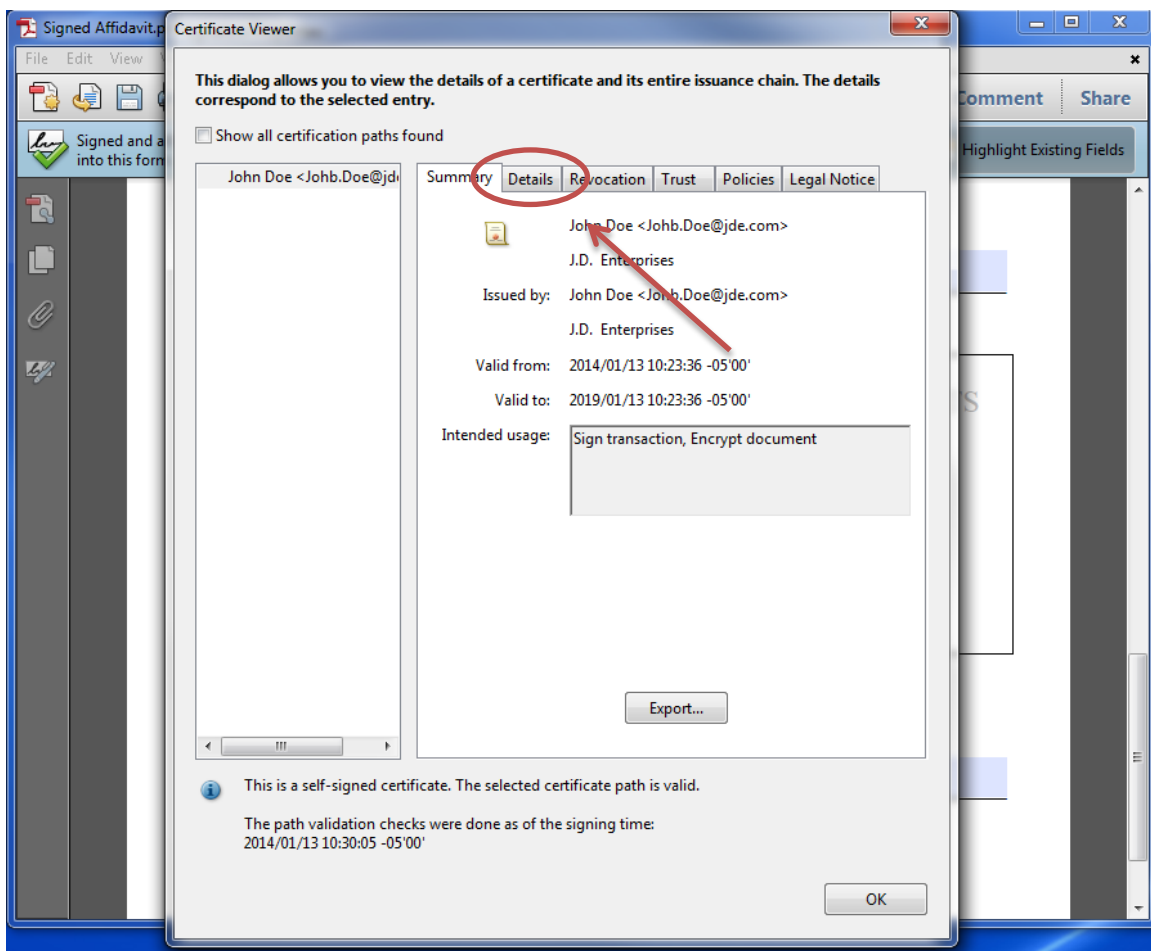


(You can also **RIGHT CLICK** on the signature, and click **SHOW SIGNATURE PROPERTIES** if clicking on it normally didn't work.)

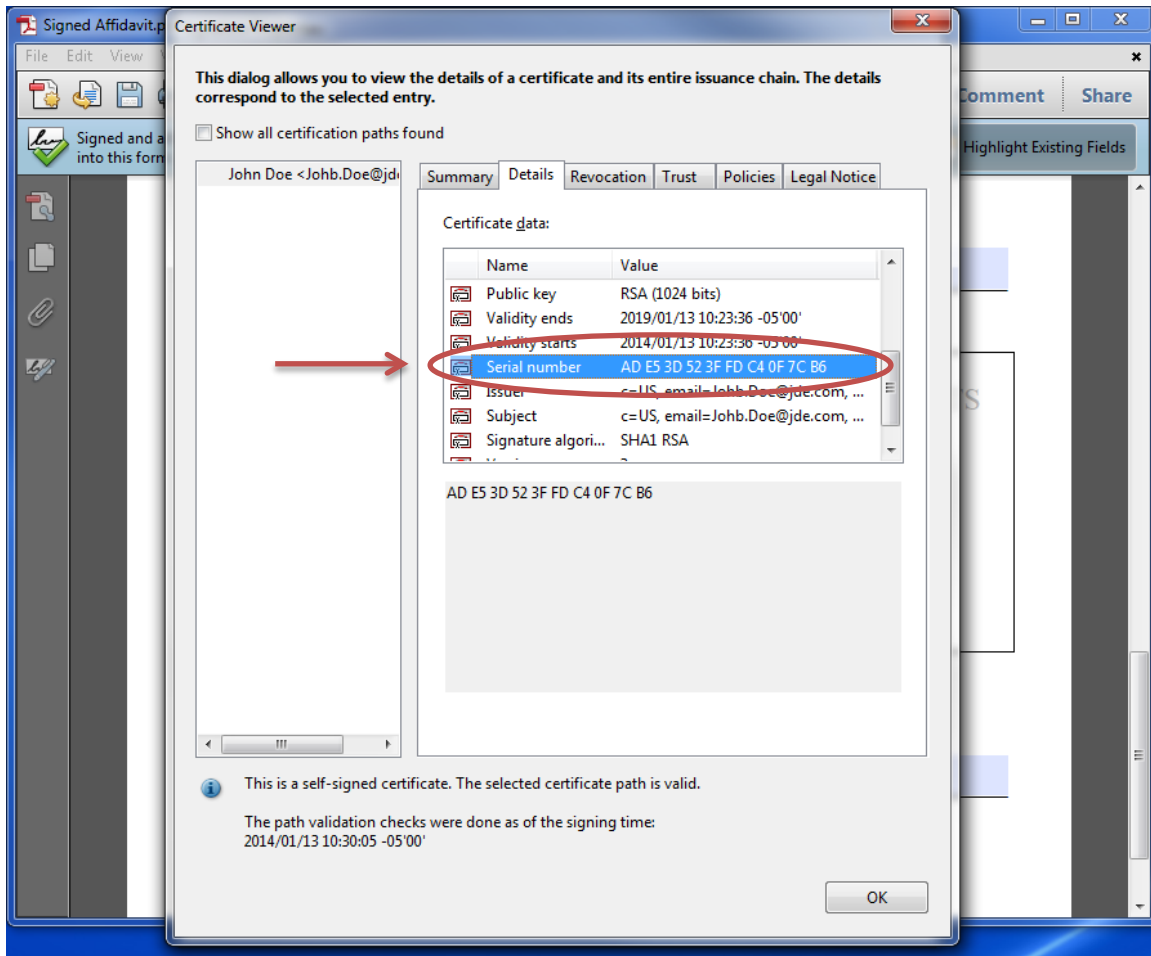
Once the *Signature Properties* window opens, click the **Show Signer's Certificate** button.



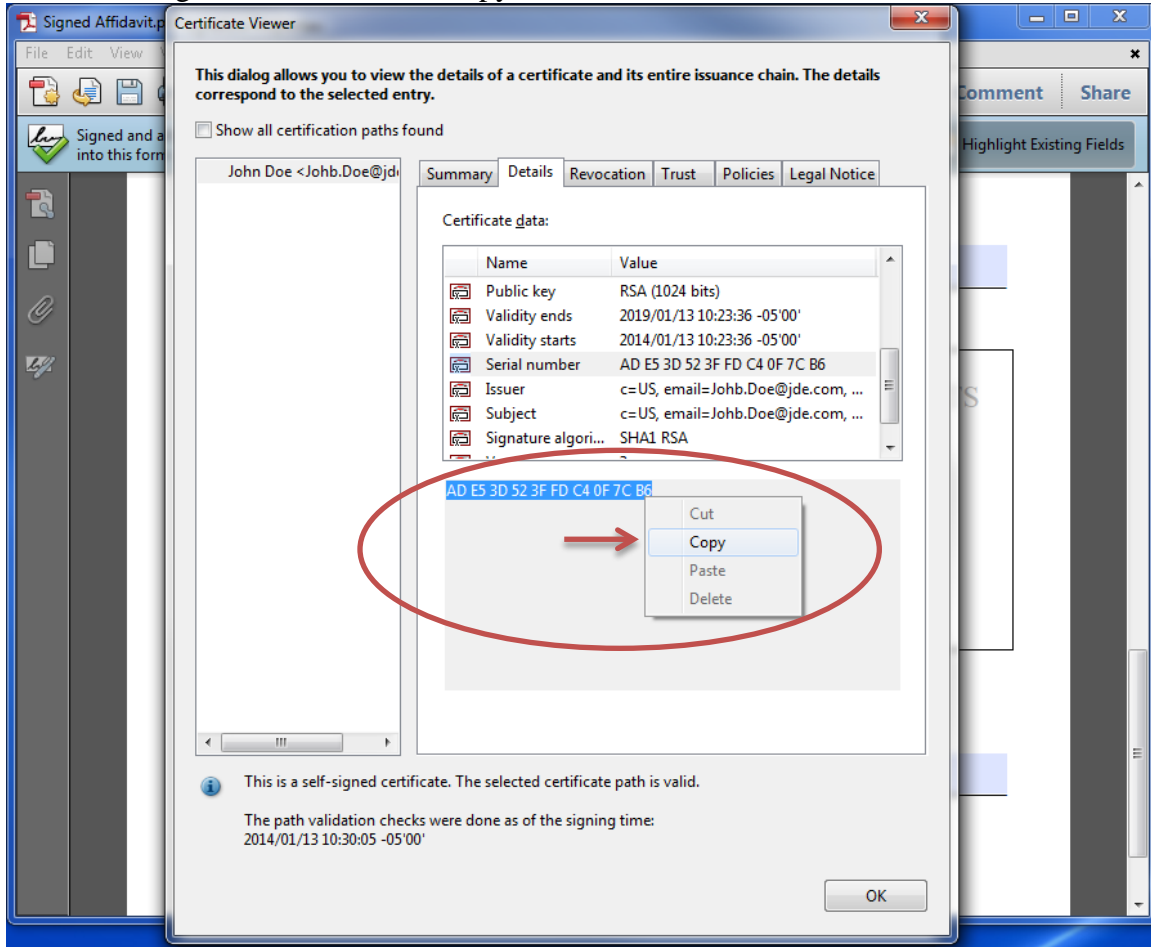
A window called *Certificate Viewer* will open. Click on the **Details** tab towards the top.



In the *Certificate data* box, scroll down towards the bottom until you come to the **Serial Number** field, as shown bellow.

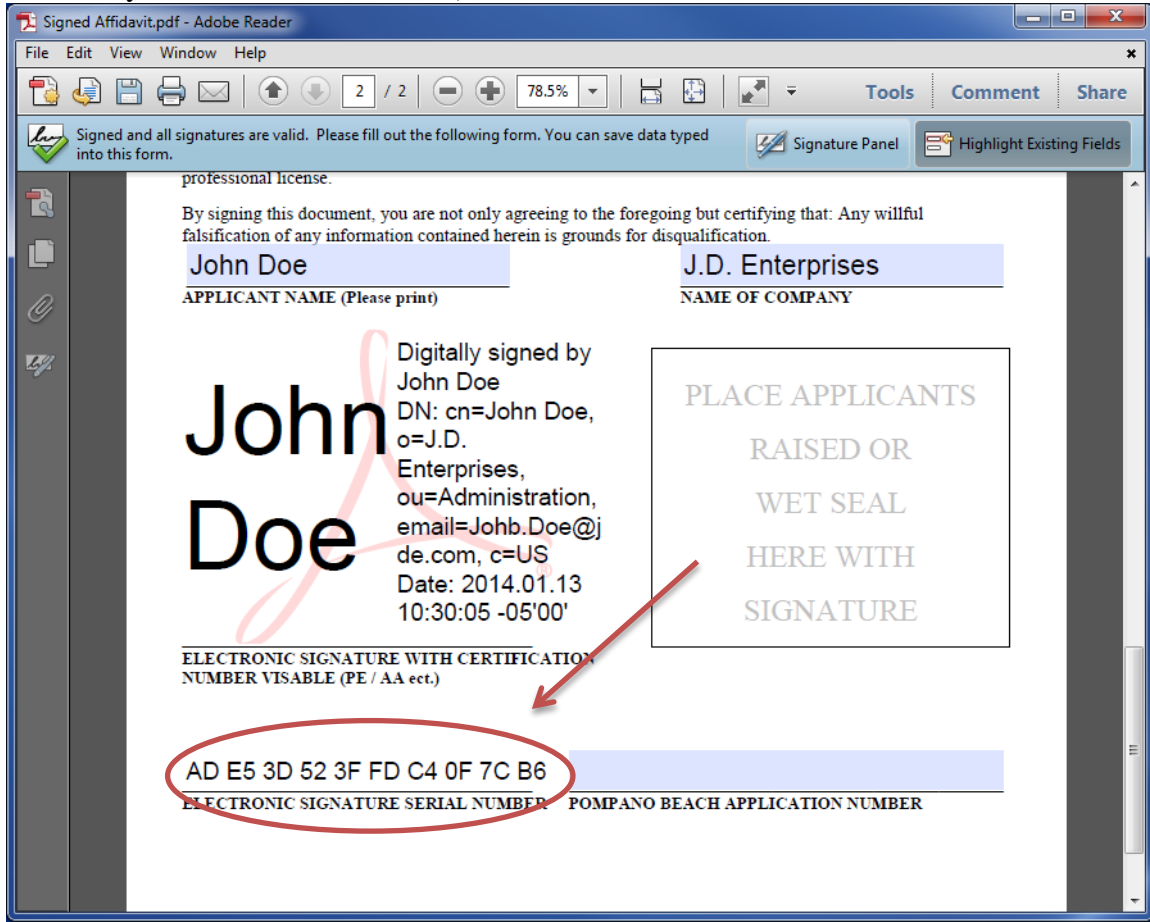


The 20 characters you see represents your serial number. Select the serial number in the box below, right click it, and select copy.



Once you have copied your serial key, you can close this box, and the *Signature Properites* box. You should now be back at your PDF file.

Now, right click on the Purple box for your **Signature Serial Number**, and paste your Serial Key into the **Serial Number**, as shown below.



Enter your permit number into the **POMPANO BEACH APPLICATION NUMBER** box, as shown below. (Example : BP14-00001573)

Signed Affidavit.pdf - Adobe Reader

File Edit View Window Help

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Tools Comment Share

Signed and all signatures are valid, but with unsigned changes after the last signature. Please fill out the following form. You can save data typed into this form.

Signature Panel Highlight Existing Fields

Electronic Signature Act of 1996 (F.S. 668.01-668.006) and Florida Administrative Code sections 61G1-16.005 and 61G15-23.003. Pompano Beach has attempted to create an electronic signature process in compliance with Florida law but shall not be liable in any manner for any violations of professional licensure regulations. It is the Undersigned's responsibility to ensure compliance with all laws, regulations, and ordinances that govern his/her professional license.

By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.

John Doe J.D. Enterprises

APPLICANT NAME (Please print) NAME OF COMPANY

Digitally signed by John Doe
DN: cn=John Doe, o=J.D. Enterprises, ou=Administration, email=Johb.Doe@j de.com, c=US
Date: 2014.01.13 10:30:05 -05'00'

John Doe

PLACE APPLICANTS RAISED OR WET SEAL HERE WITH SIGNATURE

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

AD E5 3D 52 3F FD C4 0F 7C B6 14-013X

ELECTRONIC SIGNATURE SERIAL NUMBER POMPANO BEACH APPLICATION NUMBER

Page 2 of 2 Modified: April 1, 2013

Finally, you will need to print out this document, place your physical signature in the box provided, apply your wet seal or raised seal in the box and deliver the signed and sealed original document to the City of Pompano Beach.

Once this affidavit is completed and submitted, you can proceed to digitally sign and upload your documents to e-Plan. The City of Pompano Beach will be able to verify your digital signature, and accept your documents.