Statewide Project Delivery Branch
Traffic – Roadway Section
Roadway Engineering Unit

Digital Signatures on Design Exceptions

ODOT requires any documentation stamped and signed by a Professional of Record to be digitally signed using a signing program that is controlled by a 3rd party Certificate Authority (CA).

You will know if you are using a 3rd party CA if you are required to contact your agency's signature program administrator to assign you a signature account. If you do not have to contact a Certificate Authority, you are using a self-sign program, which cannot be sufficiently validated for legal purposes.

All external engineers submitting Design Exceptions (DE) to ODOT are encouraged to send a sample of a digitally stamped and signed DE to the ODOTDesignExceptions@ODOT.state.or.us email address to validate their signature **early in the process**. This will provide you enough time to make alternate arrangements if your signature cannot be accepted by ODOT.

For the general DE form, the Engineer of Record's Seal and the State Traffic-Roadway Engineer's Seal both must be placed within the WORD document prior to the document being converted to a .pdf. The Digital Signature is placed onto the .pdf after it has been created. Add all signature fields before applying any digital signatures. For example, a signature field for the ODOT Region Technical Center Manager.

For the Curb Ramp DE form, the form is already a PDF and the additional digital signatures can be placed after each section is finalized.

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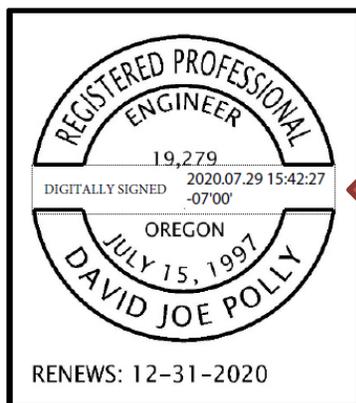
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The ODOT staff will look at the signature Certificate to ensure it indicates that the signature was assigned by someone other than the signer, and that the date/time stamp on the signature has not expired.

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

☐ Show all certification paths found

RootCAv1
OOTSubCAv1
POLLY David J <David.J.POLLY

| Summary | Details | Revocation | Trust | Policies | Legal Notice |

POLLY David J <David.J.POLLY@odot.state.or.us>   ← Identifies the signer and their Agency

All Users, Highway

Issued by: ODOTSubCAv1   ← Identifies the Certificate Authority for the Agency

Oregon Department of Transportation

Valid from: 2020/01/06 09:11:34 -07'00'

Valid to: 2021/01/05 09:11:34 -07'00'

Intended usage: Digital Signature, Non-Repudiation, Client Authentication, Email Protection

Export...

ⓘ The selected certificate path is valid.

The path validation and revocation checks were done as of the signing time:
2020/07/29 15:42:27 -07'00'
Validation Model: Shell   ← Identifies the validity checks were completed and the time of signing.

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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 in printed to full size.

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