



## SIGNATURE AFFIDAVIT GUIDE

A copy of the “Signature Affidavit Form.pdf” file from the City of Hallandale Beach website. The form can be found on the Building Inspections/permits page, inside of the Forms label on the left-hand side of the page or <https://hallandalebeachfl.gov/1271/Applications-Forms>

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.

APPLICANT NAME (please print) \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

PLACE APPLICANTS  
RAISED OR  
WET SEAL  
HERE WITH  
SIGNATURE

\_\_\_\_\_  
ELECTRONIC SIGNATURE WITH CERTIFICATION  
NUMBER VISABLE (PE / AA / RA / ETC.)

\_\_\_\_\_  
ELECTRONIC SIGNATURE SERIAL NUMBER CITY OF HALLANDALE BEACH APPLICATION NUMBER \_\_\_\_\_

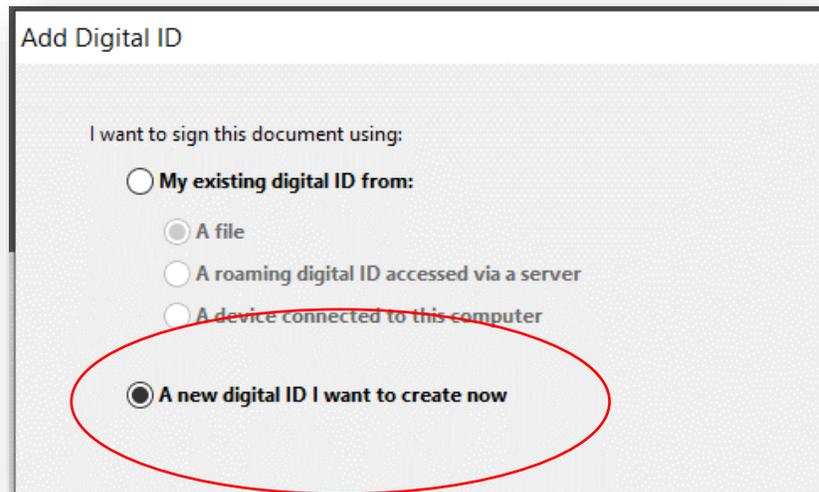
Begin by typing in your name and the name of your company inside of their appropriate boxes.

John Doe \_\_\_\_\_ John the Architect \_\_\_\_\_  
APPLICANT NAME (please print) COMPANY NAME

PLACE APPLICANTS

After you have filled the two boxes in, click on the square area labeled **“ELECTRONIC SIGNATURE WITH CERTIFICATION NUMBER VISABLE (PE / AA / RA / Etc.)”**. This will open a window (shown on the next page) that will allow you to add or create a new signature for you to insert to this document.

Select the **‘A new digital ID I want to create now’** option and click **Next**.



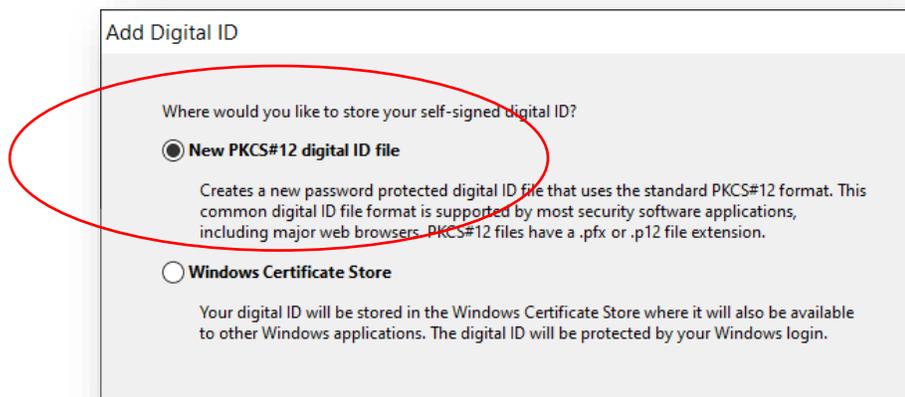
Add Digital ID

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**

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.

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



Add Digital ID

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

On the page shown below, 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, Land Surveyor, Engineer or Architect license number.



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: RA 123456789

Organization Name: John the Architect

Email Address: JDoe@jta.com

Country/Region: US - UNITED STATES

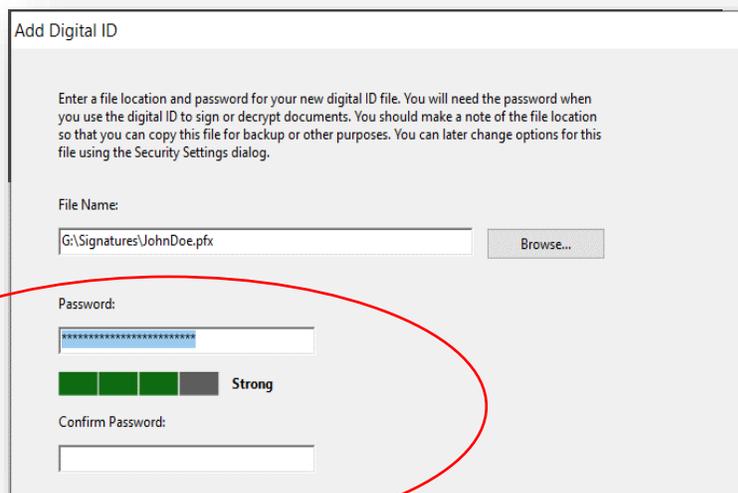
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

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 (please do not share).

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



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: G:\Signatures\JohnDoe.pfx

Password: [password field]

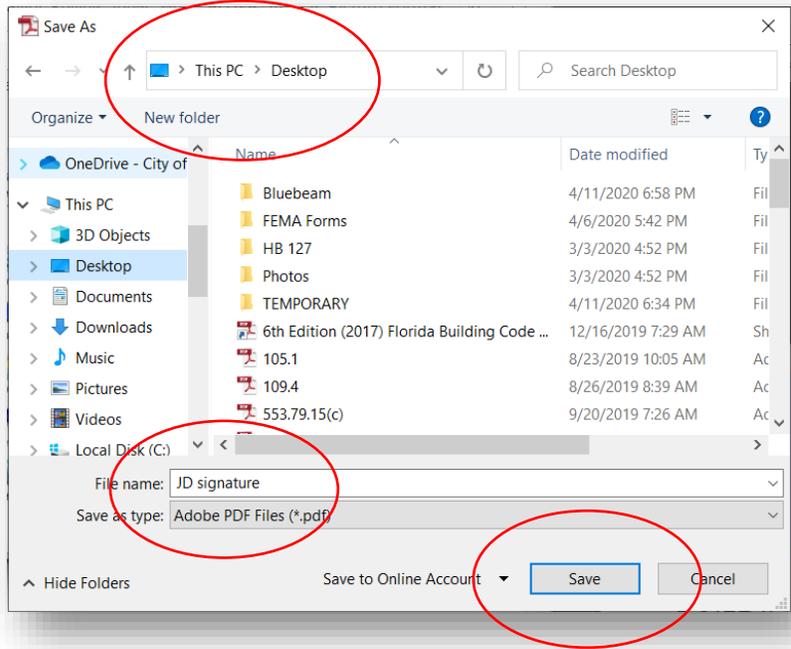
Strong

Confirm Password: [password field]

**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 thumb-drive and use it on multiple computers.**

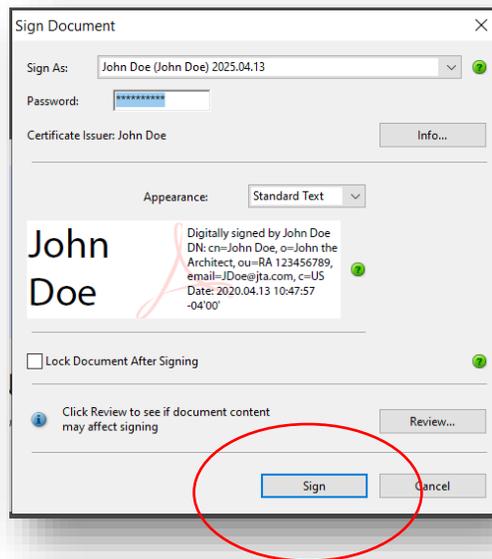
**In order for signatures to match, you will need to use this file, and only this file to sign documents.**

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

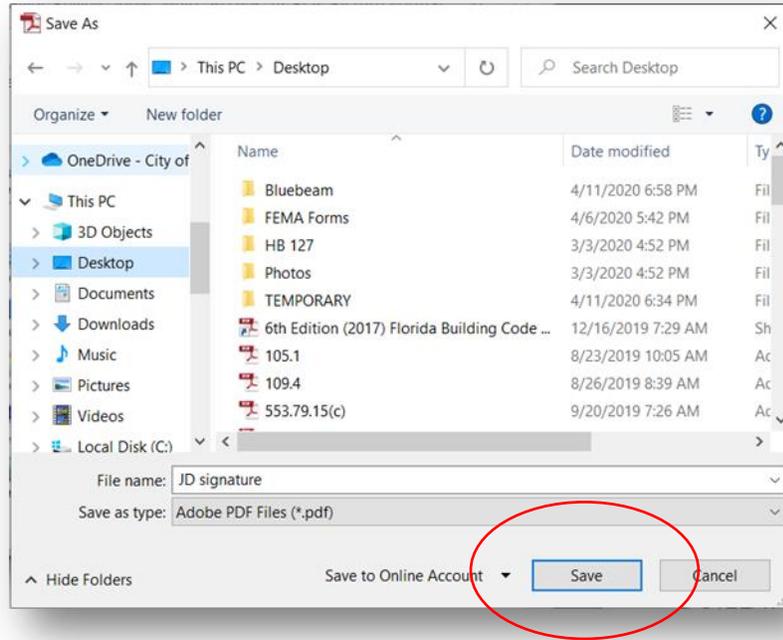


**Your signature has now been created.**

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.



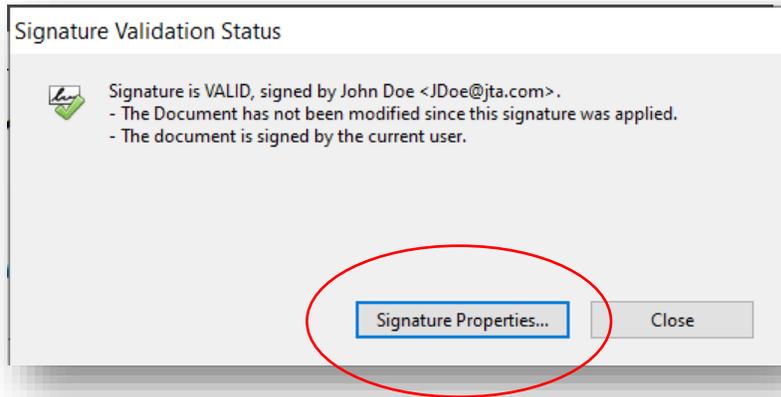
You have successfully signed the affidavit, **but we're not done yet.**

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

The following steps will show you how to get your signatures serial number. Begin by **clicking** on the signature you just created.

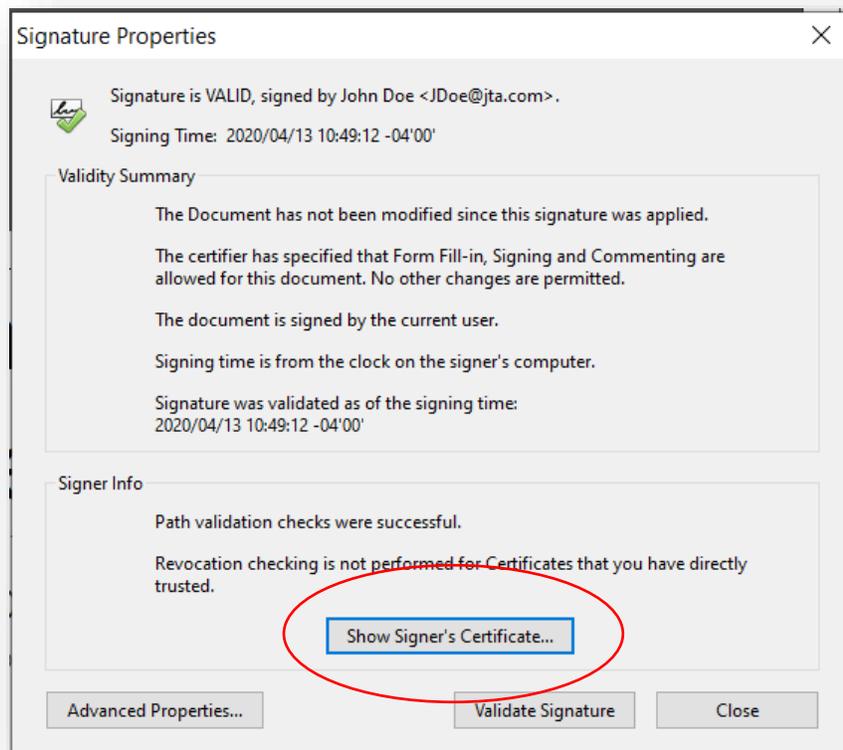


The following box should appear now. Click the **Signature Properties** button.

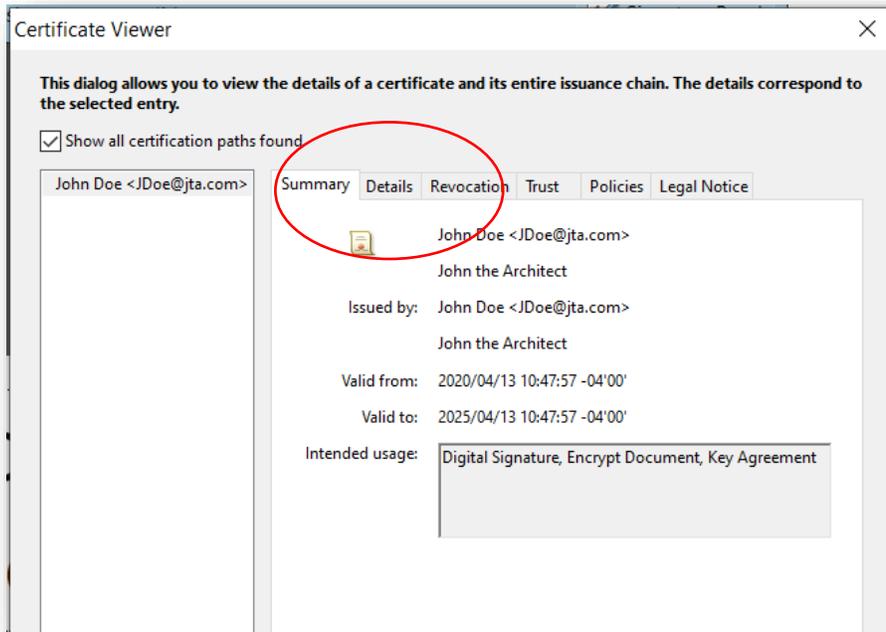


(You can also **RIGHT CLICK** on the signature and click **SHOW SIGNATURE PROPERTIES** if clicking on it normally didn't work.)

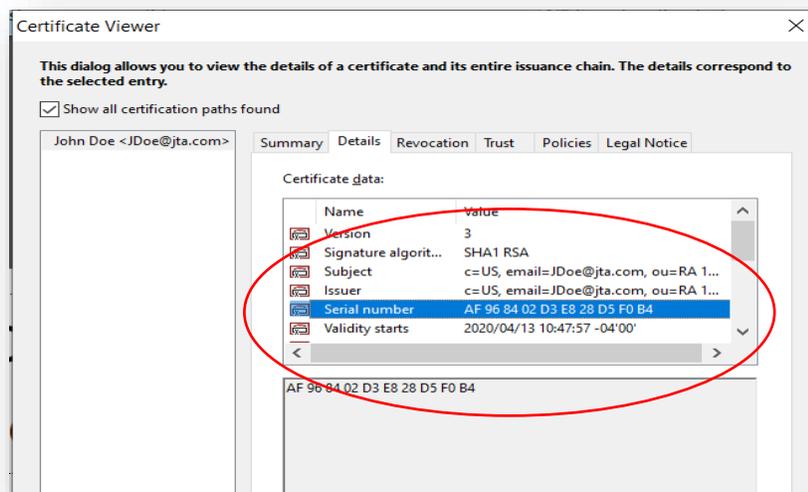
Once the Signature Properties windows opens, click the **Show Signer's Certificate** button.



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

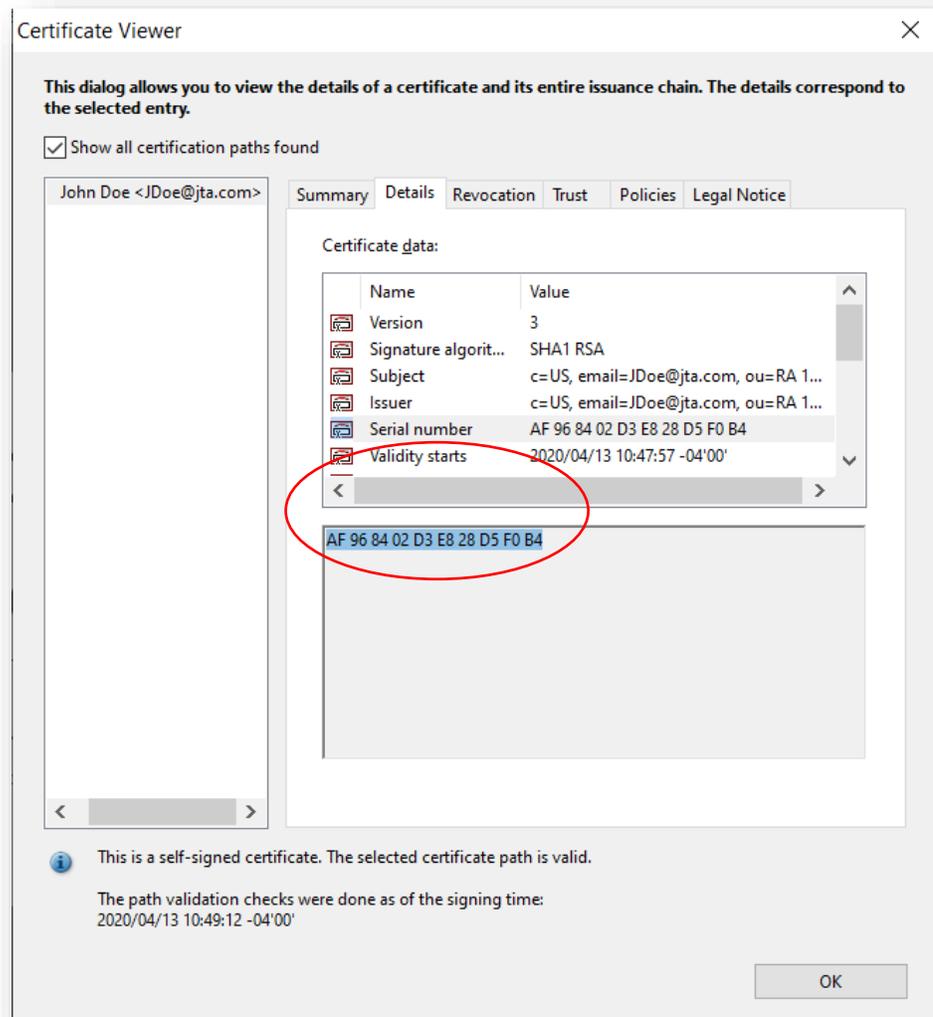


In the *Certificate data box*, scroll down towards the bottom until you come to the **Serial Number** field, as shown below.



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 Properties box. You should now be back at your PDF file.*



Now, right click on the **“ELECTRONIC SIGNATURE SERIAL NUMBER”** area/box for your Signature Serial Number, and paste your Serial Key into the Serial Number, as shown below.

APPLICANT NAME (please print) \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

PLACE APPLICANTS  
RAISED OR  
WET SEAL  
HERE WITH  
SIGNATURE

ELECTRONIC SIGNATURE WITH CERTIFICATION  
NUMBER VISABLE (PE / AA / RA / ETC.)  
AF 96 84 02 D3 E8 28 D5 F0 B4

ELECTRONIC SIGNATURE SERIAL NUMBER \_\_\_\_\_ CITY OF HALLANDALE BEACH APPLICATION NUMBER \_\_\_\_\_

Enter your application / process number into the **HALLANDALE BEACH APPLICATION NUMBER** box, as shown below. (Example: PL-OMNI-20-001573)

WET SEAL  
HERE WITH  
SIGNATURE

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

ELECTRONIC SIGNATURE SERIAL NUMBER \_\_\_\_\_ CITY OF HALLANDALE BEACH APPLICATION NUMBER PL-OMNI-20-001573



## CITY OF HALLANDALE BEACH

BUILDING INSPECTIONS DIVISION

400 South Federal Highway

Hallandale Beach, FL 33009

Office 954-457-3023 ● Fax 954-457-1312

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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 Hallandale Beach in person or via mail.

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

### **NOTE**

Each permit application will require a different Electronic signature affidavit.