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MEMORANDUM

TO: Construction Officials

FROM: Division of Codes and Standards, Code Assistance

DATE: February 24, 2016

SUBJECT: Professional Engineers - Digital Signature and Seal, Additional Information

The following is intended to respond to some of the questions asked about construction documents submitted with a digital signature and seal. It is important to note that digital signing and sealing is allowed by rule only for Professional Engineers. The State Board of Architects has not yet revised its rules to provide for digital signing and sealing by its licensees.

Pursuant to the rules adopted by the Board of Professional Engineers and Land Surveyors for digital sealing at NJAC 13:40-8.1A(a)1., the digital signature and seal must be:

- i. Unique to the licensee;
- ii. Verifiable by a trusted third party or some other approved process as belonging to the licensee;
- iii. Under the licensee's direct and exclusive control; and
- iv. Linked to a document in such a manner that the digital signature and seal is invalidated if any data in the document is [sic] changed. Once the digital signature and seal are applied to the document, the document shall be available in read-only format if the document is to be digitally transmitted.

Clicking on or sliding the cursor over a digital signature and seal causes a box or a window to pop up with additional information, including the name of the software company. Any electronic submissions should bear such a digital seal.

The bottom line is that paper submissions must have a pressure seal. Electronic submissions must have a digital seal. This means that nothing requiring a seal should be sent via facsimile.

