



## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

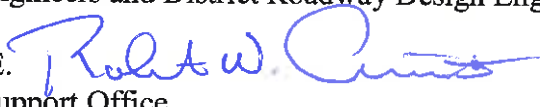
605 Suwannee Street  
Tallahassee, FL 32399-0450

JIM BOXOLD  
SECRETARY

### PROJECT MANAGEMENT MEMORANDUM 15-02

DATE: December 10, 2015

TO: District Directors of Transportation Operations, District Directors of Transportation Development District Design Engineers, District Construction Engineers, District Program Management Administrators, District Consultant Project Management Engineers and District Roadway Design Engineers

FROM: Robert W. Crim, II, P.E.   
Manager, Production Support Office

COPIES: Tom Byron, Tim Lattner, David Sadler, Trey Tillander, Michael Shepard, Robert Robertson, Bruce Dana, Daniel Scheer, FICE

SUBJECT: **Signing and Sealing Plans**

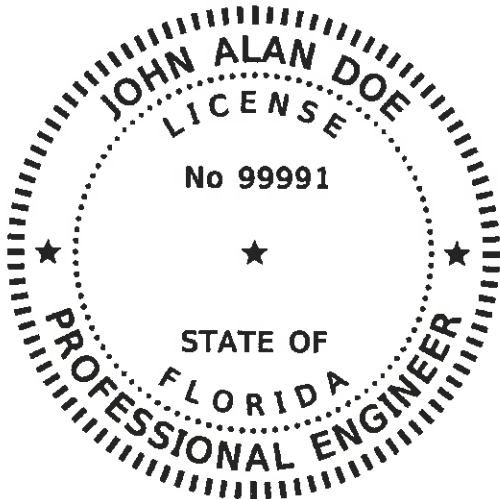
#### REQUIREMENTS

The new Florida Administrative Code rules regarding digitally signed and sealed documents went into effect November 3, 2015. To comply with the new requirements of Rule Chapter 61G15-23.004, the Department will require all plan sets to be modified as described below. These new requirements are included in Volume 2, Chapter 3 of the Plans Preparation Manual to be released on January 1, 2016.

#### IMPLEMENTATION

The following requirements will apply to all plan sets beginning with the March letting.

1. Modify the note placed along the right edge of each sheet as follows (changes highlighted):  
"THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE **DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.**".
2. Modify the Digital Signature Appearance shown on the Signature Sheet to include additional notes located above and below the signer's name required by the new rule as shown on the following page:



THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY:

**JOHN ALAN DOE**

**Date: 2013.10.09**

**16:52:48 - 4'00'**

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.

ROADWAY ENGINEERS, INC.  
123 MAIN STREET  
TALLAHASSEE, FL 32301  
CERTIFICATE OF AUTHORIZATION: 12345  
JOHN ALAN DOE, P.E. NO. 99991

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

3. The title block of Signature Sheet is to contain the information for the EOR that is designated on the Key Sheet, showing either (see example below):

- a) The printed name, address, and license number of the engineer, or
- b) If practicing through a duly authorized engineering business, the name and license number of the engineer, and the name, address and certificate of authorization number of the engineering business.

JOHN ALAN DOE, P.E. P.E. NO.: 99991 ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301 CERTIFICATE OF AUTHORIZATION: 12345	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
	ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	SR 22	BAY	000001-1-52-01

**CONTACTS**

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Program Management Office:

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RWC/rwc