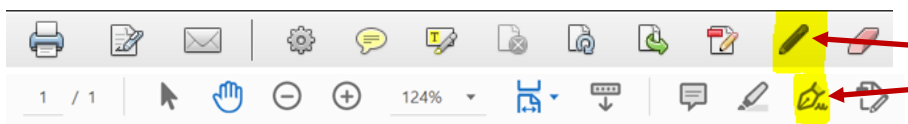# What are acceptable methods of obtaining signatures on forms/letters that are required for your Final Document Review?

Document	Who signs?	How are Signatures obtained?
Embargo Form (aka Dissertation/Thesis Release Form)	you & your committee chair	
Co-Author/Publishing Cover Letter, *if applicable*	you & your committee chair	See below
Co-Author Permission Letters, *if applicable*	All of your co-authors	

There are many acceptable methods of obtaining a signature on these documents:

1. Use **Adobe Acrobat** (or a similar product) to sign.
   Note: Don't use the "type" feature of signature tool; Use "draw" feature (or "image").

Use a tool: **Drawing Markup** *or* **Sign Yourself** *Note: Which tool will depend on your version of Adobe Acrobat*

We (Student and Committee Chair) declare to have read the above, fully understand its mea agree to be bound by it.

Student Signature: _____

Committee Chair Signature: _____

Sign using a stylus, your mouse or your finger

Please upload a fully signed copy on ProQuest under the Administrative Documents tab during y

2. Use an **image of your signature** (scanned from a handwritten signature). Note: A scanned signature of a faculty or co-author must be placed on the form/letter by the faculty or co-author.

3. Use an official **Adobe Digital Signature or Certificate** with time stamp

Digitally signed by Casey Jones Date: 2017.05.08 01:37:09 -07'00'

4. If you, your faculty or co-authors are unable to use any of the methods above: **print out** the form, sign it with a pen, take a photo of it and save/send it as a PDF

The only method of obtaining a signature that is <u>NOT</u> Acceptable:

Using the keyboard to type a name on the form/letter, even if you are using a script or stylized font that *appears* to be handwriting. A form signed via this method will be returned to you/not accepted.