

## Signature Requirements

Processing fiscal requests is a high-risk activity for the Idaho State Controller's Office. The potential for fraud warrants a high degree of scrutiny.

Division of Statewide Accounting service requests often require a form or worksheet be completed and submitted with a valid signature and supporting documentation.

**Note:** Combined Substitute W-9 forms are subject to a higher level of scrutiny. Refer to W-9 form instructions listed here: <https://www.sco.idaho.gov/LivePages/stars-forms.aspx>

### Acceptable Signature Formats:

- **Physical Signature** – Hand signed form; scanned or physical copy.
- **Digital Signature** – Form signed with a digital certification from a CA.
  - CA (Certificate Authority) Examples:
    - [DocuSign](#)
    - [Verisign](#)
    - [Adobe Sign](#)

### Physical Signature:

The SCO accepts requests that include a hand signed copy of the form. As long as the form is signed, the SCO will accept a scanned or physical copy.

**Note:** Physical signatures must be hand written; typed signatures are not accepted.

### Digital Signature:

**Definition:** Digital Signatures are a form of electronic signature. Through the use of audit trails or hex key verification, digital signatures provide evidence of the signer's intent to execute or accept an agreement.

**Note:** The SCO has authorized the use of electronic signatures pursuant to IC 28-50-107.

**How it works:** Utilize a Certificate Authority (CA) of your choice to facilitate your Digital Signature. The SCO requires the signature be accompanied with a CA backed audit trail or other form of enforceable signature certification.

