Digitally Signing and Submitting Security Documents

All required signature release forms related to your clearance processing are submitted electronically. For this reason, digital signatures are preferred. All digital signatures must be created using trusted security certificates. For directions on how to sign a pdf document using a digital signature, please refer to the directions below or learn more by clicking on the link provided. Note: Font signatures will NOT be accepted.

Using Signatures and Encryption with Adobe PDF Files

Adding a Digital ID and Signature

To add a digital signature and certify a PDF file, you must have a Digital ID. Your OneBadge has a signing certificate that is a type of Digital ID.

1. Click **Edit** in the menu bar and select **Preferences...**
2. Select **Signatures** in the *Categories* list on the left.
3. Click **More...** in the *Identities & Trusted Certificates* section.
4. Select **Digital IDs** on the left.
5. Click the **Add** button resembling an ID with a plus sign. The new USA OneBadge will show your MyID in parenthesis instead of a 10-digit number.
6. Select the type of Digital ID you want to use:
   - **My existing digital ID from**: You will use your OneBadge in the card reader on the computer.
   - **A new digital ID I want to create now**: You will set a password to protect files signed with this ID.
7. Click **Next**.
8. Follow the prompts to create the ID.
9. When you have completed the steps, click **Finish**.

To add a digital signature to a PDF file:

1. Click the **Tools** tab in the menu bar.
2. Click **Certificates**. In Acrobat, this will be under the *Forms & Signatures* section.
3. Click **Digitally Sign** in the toolbar at the top.
4. Read the prompt and click **OK**.
5. Click and drag where you want the digital signature.
6. Select the digital ID you want to use and click **Continue**.
7. Review the digital signature preview and click **Sign**.
8. At the *Save As PDF* screen, navigate where you want to save the file.
9. Click **Save**.
10. When prompted, enter your OneBadge PIN and click **OK**. This will insert the signature where you want it.

After all your forms have been digitally signed and saved, please email them to your Security POC as soon as possible to ensure that your clearance processing continues. While saving your documents, it is best to use the following standard naming convention

FormNumber_YourLast Name_mmddyyy

Please make sure that you also provide all other required information such as eqip certification and signature pages as well as a scanned, clear copy of your driver's license, passport/ birth certificate, DD214, Naturalization Certificate, Birth Abroad Certificate, as applicable. Please reach out to your Security POC if you have any questions.