



# F.Y.I.

from the Policy Unit

FYI-316

Date: Tuesday, December 8, 2020

**SUBJECT:** Electronically Submitted Applications for IV-D Services

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

This FYI provides instructions for signing an electronically submitted application. All DCSS documents requiring signatures may be **signed electronically** and returned via email. Alternatively, documents may be printed, manually signed, **scanned or photographed** and returned via email to the designated Document Receipt email box ([DCSS-Documents@azdes.gov](mailto:DCSS-Documents@azdes.gov)).

**Online applications** have a highlighted box for the customer's "signature." It is designed to accept an electronic or digital signature. Typically, an electronic signature will show only the name of the person signing; a digital signature will show the person's name and a time/date stamp (see example below).

<i>APPLICATION INVALID WITHOUT SIGNATURE</i>	
Print Applicant's Full Legal Name (should match applicant's signature):	
William Coats	
Applicant's Signature: <b>Coats, William</b>	Digitally signed by Coats, William Date: 2020.12.03 11:06:34 -07'00'
	Date: 12/2/2020

What's important to know is that both electronic and digital signatures are legally binding and acceptable by DCSS standards.

**Scan and email application.** Documents may be printed, manually signed, scanned or photographed and returned via email to the designated Document Receipt email box ([DCSS-Documents@azdes.gov](mailto:DCSS-Documents@azdes.gov)).

**For customers without scanners.** Policy recommends instructing the customer to:

1. Fill out the application pages online and save the document.
2. Print only the signature page and sign it manually.
3. Take a picture of the signed signature page using a cell phone. and
4. Attach the picture to the email containing the completed application and send to the DCSS Document Receipt mailbox.

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

*\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*