



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

EFFECTIVE DATE
4/17/20

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1 of 3

NUMBER
DOC 190.050

POLICY

TITLE

ELECTRONIC SIGNATURE

REVIEW/REVISION HISTORY:

Effective: 4/17/20

SUMMARY OF REVISION/REVIEW:

New policy. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

4/16/20

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 19.34](#); [RCW 19.360](#); [DOC 280.825 Technology Governance](#); [OCIO Electronic Signature Guidelines](#)

POLICY:

- I. The Department has established that use of an electronic signature may be used with the same force and effect as a written signature per RCW 19.34 and the Office of the Chief Information Officer (OCIO) Electronic Signature Guidelines.

DIRECTIVE:

- I. General Requirements
 - A. An electronic signature may be authorized for use when a record needs to be signed by a person to acknowledge that the person intends on meeting and/or agreeing to expectations in a record.
 1. Sending a record for electronic signature does not indicate that the sender or owner of the record has the appropriate level of signing authority.
 2. Confirmation must be obtained that the person signing the record has the appropriate delegated authority to sign the record.
 - B. When signing a record with a digitized signature (i.e., graphic image of a handwritten signature), the signer must include language in the email stating that the signer approves the request, action, or document.
 - C. Employees/contract staff who are aware of or suspect fraudulent activities relating to electronic signatures must immediately notify their manager/supervisor, Appointing Authority, and the Information Governance Office.
- II. Authorization
 - A. Authorized uses of an electronic signature have been identified in Authorized Transactions for Electronic Signature (Attachment 1).
 - B. Authorization for a transaction not listed in Attachment 1 must be submitted to the Information Governance Office, which will work with designated Information Technology employees to conduct a review and determine if an electronic signature may be used for a specific type of record/transaction.
 1. If the submission is part of a technology project, it will be processed per DOC 280.825 Technology Governance.

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS POLICY	APPLICABILITY DEPARTMENT WIDE		
	EFFECTIVE DATE 4/17/20	PAGE NUMBER 3 of 3	NUMBER DOC 190.050
	TITLE ELECTRONIC SIGNATURE		

III. Methods of Electronic Signature

- A. An electronic signature will include one or a combination of the following, as appropriate. The signer will be asked to confirm intent or agreement by:
1. Clicking a button (i.e., Click Through, Click Wrap).
 2. Entering a Personal Identification Number (PIN) or password that will be authenticated by the system facilitating the electronic signature.
 3. Inserting a digitized signature, which may require specialized hardware/software for additional security.
 4. Using a private key to create a unique mark on an electronic document (i.e., digital signature).
 - a. Authenticity of the private key and validity of the document being signed must be validated by the recipient of the document using the signer's public key.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Electronic Signature, Private Key, and Public Key. Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

[Authorized Transactions for Electronic Signature \(Attachment 1\)](#)

DOC FORMS:

None

AUTHORIZED TRANSACTIONS FOR ELECTRONIC SIGNATURE

Transaction Type, unless situation is prohibited by law	Button Click (i.e., Click Through/Wrap)	Personal Identification Number (PIN) or Password	Digitized Signature	Digital Signature	Handwritten Signature Required
Willed body agreements					x
Promissory notes unless related to student loans serviced by a 3rd party					x
Property title documents					x
Sureties and guarantees of payment from a 3rd party					x
Transactions requiring a notarized signature, sworn witness, witnessed signature, apostille, or recorded document					x
Assumption of risk and release of liability documents for high-risk transactions or situations					x
Authorized cell phone applications with no cost associated	x				
Financial payments			x	x	
Human Resources documents			x	x	
Contracts			x	x	