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*Policy:* Acceptance of Electronic Signature

*Effective Date:* December 3, 2021

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1. **Authority:** La. R.S. 9:2601, et seq.
2. **Definitions:** Electronic signature, or e-signature, means an electronic symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
3. **Policy:** An e-signature is valid wherever a traditional ink signature by the same signer would be valid, except in those cases where another authority governs another aspect of the transaction, and such authority does not accept electronic signatures. An electronic signature may be accepted whenever an ink signature/approval is required, except where laws specifically require a handwritten signature.
4. **Records Retention:** The standard record retention requirements apply to electronically signed documents.
5. **Acceptable digital/electronic signatures:**
  - A handwritten signature on a document is valid, including when the entire document is scanned or faxed to the agency.
  - A signature captured using a digital pen or pad (accompanied by a digital certificate).
  - A graphic image of a signature placed on a document using secure software (*e.g.* DocuSign, HelloSign, Adobe Sign, etc.) that verifies the identity of the user on the other end is valid.
  - A submitted notarized Electronic Filing Affidavit form shall serve as an electronic signature for electronically filed reports using the Ethics Administration Program's LEADERS system, or system that allows for submission of reports electronically.
6. **Unacceptable digital/electronic signatures:**
  - A graphic image of a signature placed on a document and not verified by secure software is generally discouraged, and will not be enforceable unless accompanied by an email or other contemporaneous evidence of the signer's intent to accept the agreement.
  - A typewritten name, regardless of font, that has not been verified by secure software.
  - An e-signature on an Electronic Filing Affidavit will not be accepted. However, the agency will accept Electronic Filing Affidavits that are executed using handwritten signatures that are scanned and emailed or faxed to the agency.