

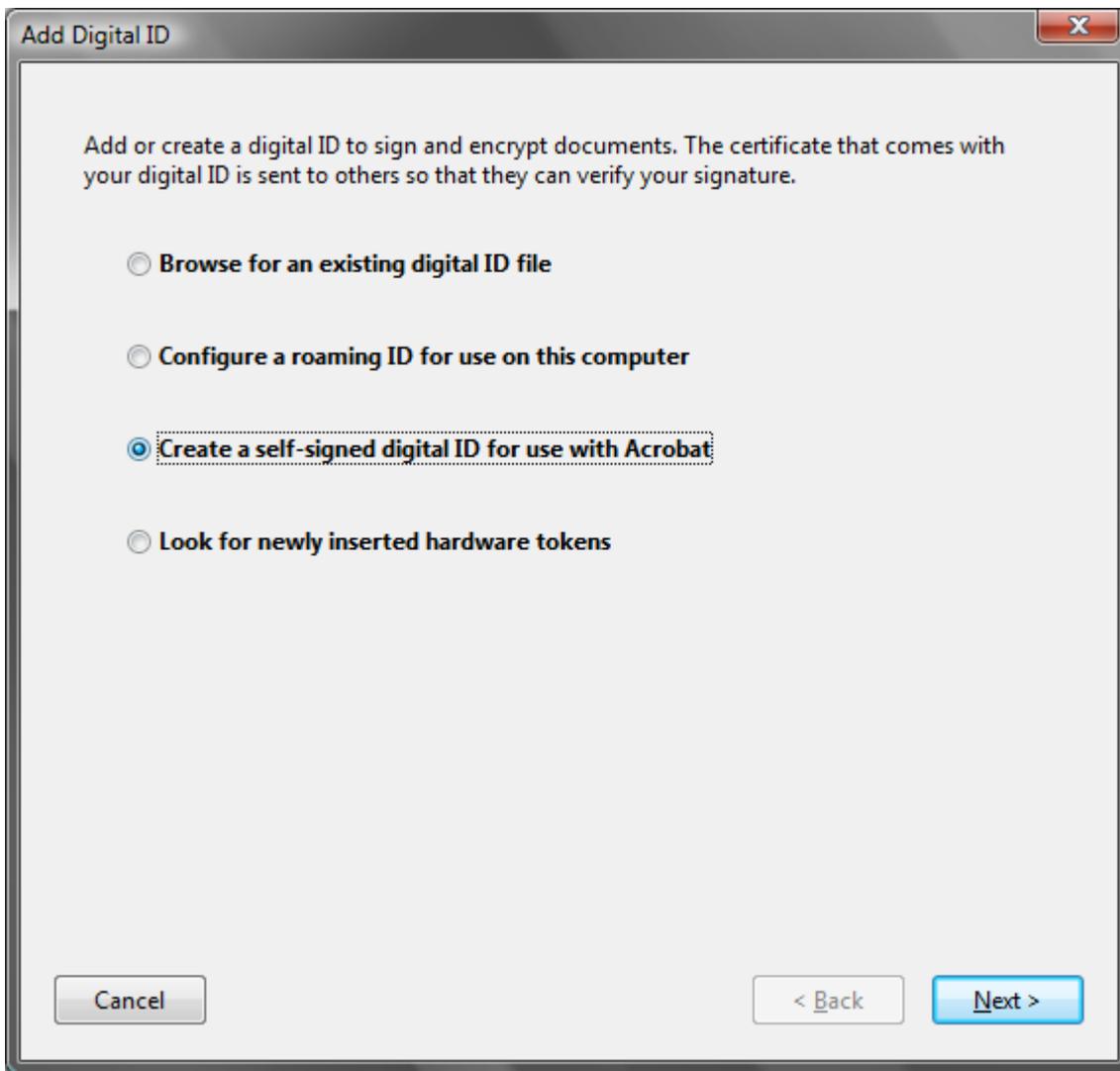
The Investigatory Powers Tribunal

Signing your forms with a digital ID

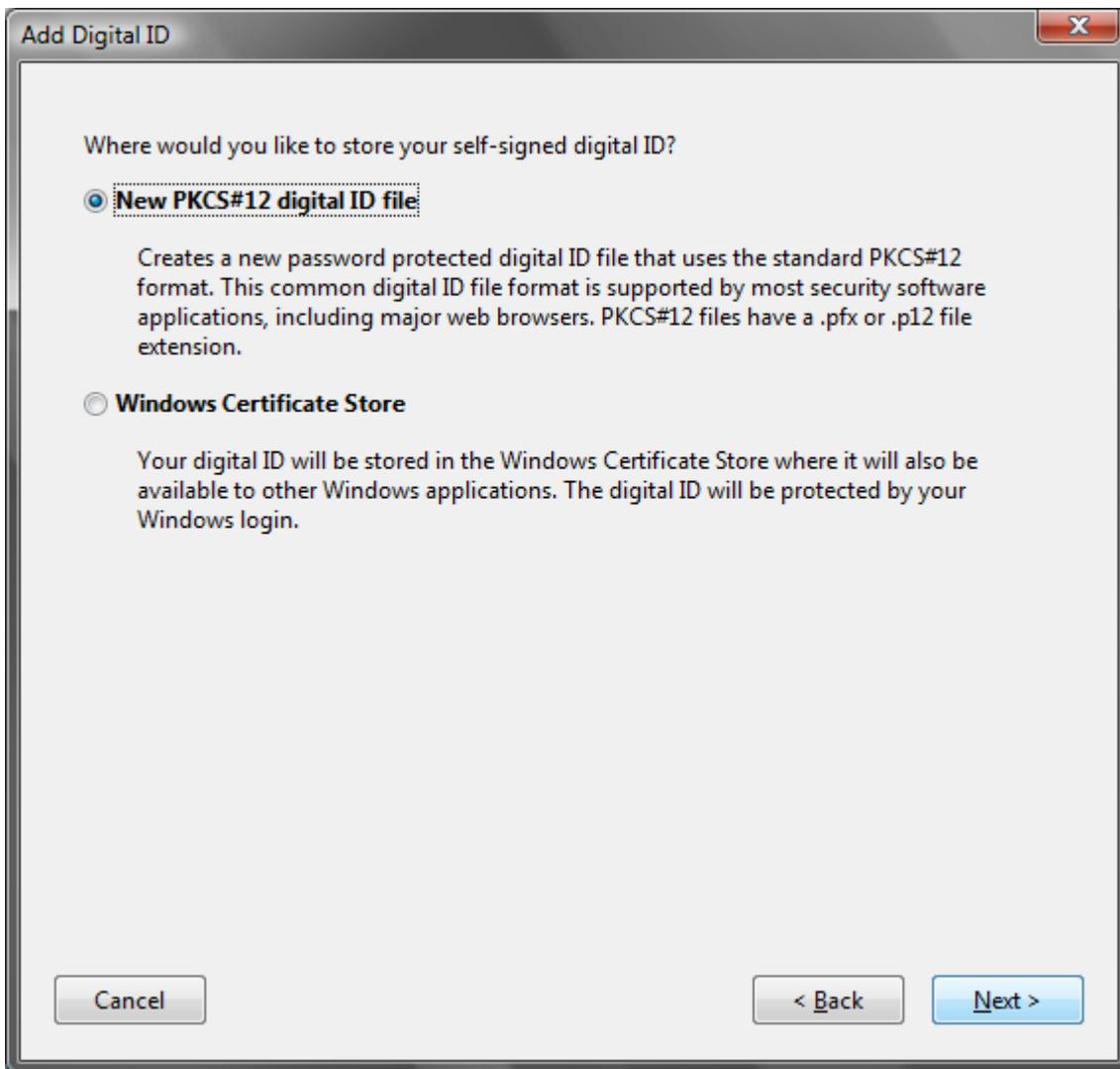
To complete your form with a digital ID, please follow the instruction below:

The image shows a screenshot of a form titled "Declaration" in a blue header. Below the header, there is a line of text: "I have answered all the questions on the application form to the best of my know". Underneath this text, there are two fields: "Signature" and "Date". The "Signature" field is a large rectangular area with a dotted border and a small red arrow pointing to the top-left corner. The "Date" field is a smaller rectangular area with a dotted border.

To add a digital ID to you completed document click on the signature area. If you have already created a digital ID the 'Sign Document' box (go to page 6) will appear else the 'Add Digital ID' box will be presented (go to page 2).



Select 'Create a self-signed digital ID for use with Acrobat' option and click next.



Select the 'New PKCS#12 digital ID file' option and click next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit:

Organization Name:

Email Address: john.smith@bt.com

Country/Region: GB - UNITED KINGDOM

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Complete the form presented with your details. Its is important that you include your e-mail address in your digital ID and this is used for verifying your identity and contact details.

Add Digital ID [X]

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

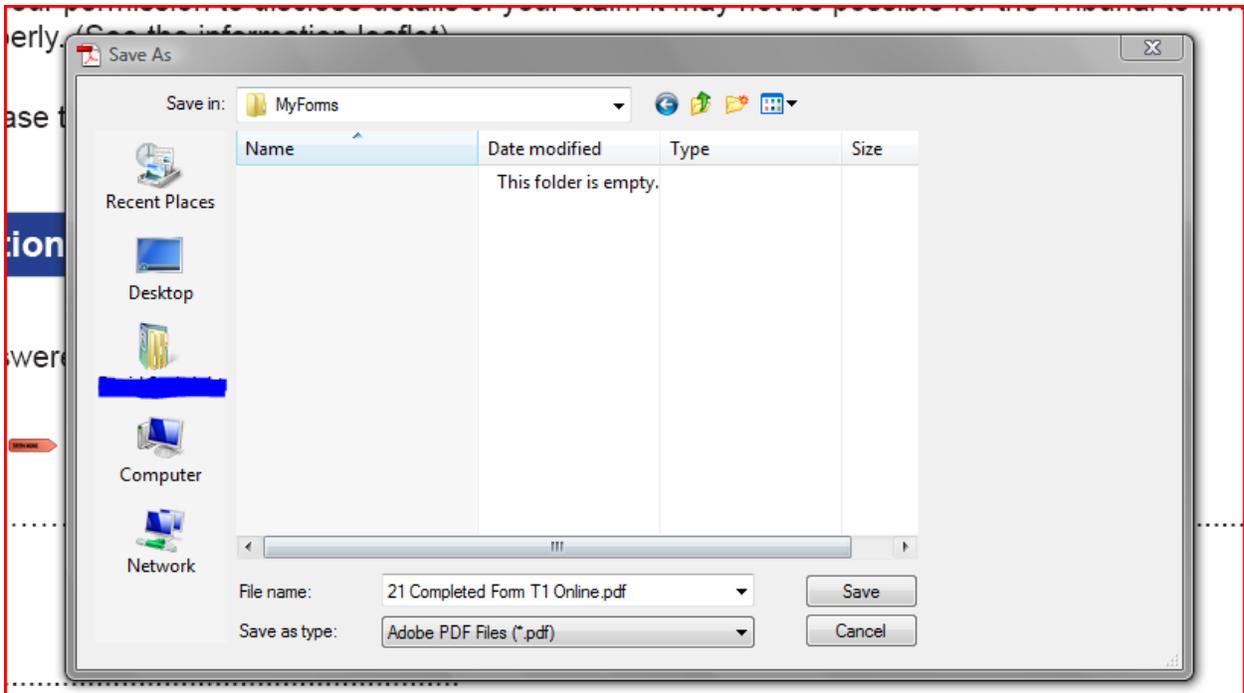
Password:

Confirm Password:

A password is required. This is to protect the digital ID you are creating. Please remember this password as you will not be able to use the Digital ID when you embed it in the document. Click the Finish button.



You will then be presented with your Digital ID. Re-enter your password and click the Sign button. If a tick box is present (Adobe Acrobat v9 and above) select this to lock the content of your form. After clicking the Sign button you will be presented with a 'Save As' prompt to re-save your signed document.



Declaration

I have answered all the questions on the application form to the best of my knowledge and belief.

Signature  **John Smith**

Digitally signed by John Smith
 DN: cn=John Smith, o, ou, email=john.smith@bt.com, c=GB
 Date: 2011.06.29 18:37:25 +01'00'

Date

Your document has now has a Digital ID and you can send it for processing. If you make further changes to you document you will have to remove the Digital ID from the signature area (to do this, right click over the Digital ID and select 'clear signature') and add it again.