



**STATE OF DELAWARE
OFFICE OF PENSIONS**

**EMPLOYER ALERT
JANUARY 2022**

ELECTRONIC SIGNATURES

In accordance with the Uniform Electronic Transactions Act, the Office of Pensions is excited to announce that electronic signatures are now acceptable on forms that do not require a Notary Public's signature.

All electronically signed forms must have an electronic postmark certificate as defined in 6 Del. C. § 12A-102(7). An "electronic postmark certificate" means evidentiary proof provided to the sender or recipient of an electronic record that the electronic record:

- a. Was postmarked by a postal authority with a valid electronic postmark on the date and time indicated; and
- b. Was transmitted in a certain form on a specific date and time; and
- c. Was sent by the person indicated, to the person indicated, and on the date and time indicated.

For example, Adobe Sign includes the signature date and time as validation:



**Joanna M. Adams
Pension Administrator**

Without the electronic postmark certificate, the form will not be accepted. We hope this new procedure results in a more efficient workflow for Human Resources Representatives, Payroll staff, and the employees.

Questions, feedback or comments? Please email pensionoffice@delaware.gov.