

# *DMV Acceptance of Electronic Signatures*

*E-signatures may now be accepted by all DMV divisions on approved transactions.*

Please see below checklist for DMV accepting E-Signatures.

***The DMV will approve E-signatures based on authentication of the Electronic signature. Documents submitted with E-Signatures to the DMV must meet the following minimum requirements for acceptance:***

**A. There must be an electronic record of the e-signed transaction and supporting authentication documentation should include:**

- The printed name of the signatory.
- A timestamp for each email and signature related to signed document.
- A record of all online activity related to the signed document.
- The name of the document, who sent, viewed and signed it.

**B. Electronic Notary – Documents submitted with Electronic Notary must meet the following minimum requirements for acceptance:**

- Must be a registered Electronic Notary Public
- An electronic seal & electronic signatures

**C. Odometer Disclosure Statements – E-signatures are acceptable on Odometer Disclosure Statements**

- Transferors & lessees of motor vehicles make electronic or written disclosure concerning the odometer mileage and its accuracy.

**NOTE:** E-signed records must be maintained and made available to all parties that signed the document based on the appropriate retention schedule. If an electronically signed document does not meet the requirements of Section A, a Hold Harmless (DMV 023) may be required from the authentication organization. Contact Research and Project Management if denying an electronic signature.

