

Electronic Document Submission Instructions

The Department of Environmental Protection (DEP) has implemented a paperless document submittal process that allows drinking water forms to be submitted electronically. The steps below should be used to submit forms and associated documents to the Department electronically. ** If not submitting electronically, refer to the note at the end of these instructions.

- 1) Complete all required forms using Adobe Reader. Adobe Reader 8.0 or higher must be used. We suggest that you download Adobe Reader 11, which is free, from the following website: <http://get.adobe.com/reader/>.
 - 2) If the form requires a signature, sign the form electronically by clicking on the signature field and following the step-by-step instructions.
 - 3) Forms and associated documents that require a Professional Engineer's signature and seal must be electronically sealed in accordance with Rule 61G15-23.003, F.A.C. Below is a list of vendors that offer electronic seals:
 - a. Adobe EchoSign <https://www.echosign.adobe.com/en/home.html>
 - b. Cosign Digital Signatures www.arx.com/Cosign
 - c. DigiCert www.digicert.com
 - d. RightSignature www.digital-signature.com
 - e. VeriSign www.verisign.com
- ** See note at the end of these instructions if you do not have the capability or do not want to sign and seal forms electronically.

Forms requiring an engineer seal may be submitted electronically followed up by an engineer report cover letter as described in the [Instructions for Submitting Independent Documents and Engineer Report Cover Letters](#).

- 4) Save each form on your computer, network, or drive with a title as follows:
 - a. For facilities that have a PWSID, "**FormNumber_PWSID_SubmissionDate**" (e.g., 62-555.900(3)_6131296_1312015), or
 - b. For new facilities that do not have a PWSID, "**FormNumber_New_FacilityName_SubmissionDate**" (e.g., 62-555.900(1)_New_JeffersonWaterWorks_01312015)
- 5) Determine the appropriate DEP District Office or ACHD where the form should be submitted. Forms should be submitted to your local DEP district or ACHD office.
- 6) Email forms and submit documentation to the appropriate office. For documents too large to be emailed (over 20 MG for DEP offices), please place document on FTP site. Uploading these documents the same day the application is submitted is recommended. [See DEP and ACHD email and FTP information.](#)
- 7) If submitting via email, attach all required saved and named forms to the email.
 - a. Label the subject line of the email using the following format:
 - For facilities that have a PWSID, "**Form Number / PWSID**", or
 - For new facilities that do not have a permit number, "**Form Number / Facility name / NEW.**"

- b. Include the email addresses of all associated parties in the body of the email.
- 8) Forms 62-555.900(1), (7) and (18) will require submitting a fee to the appropriate office. If the form requires submitting a fee, an automated email will be sent to the person submitting the form with a link to the [DEP Business Portal](#), where fees may be paid online.
- 9) If you do not want to pay fees online, see [Chapter 62-555.900. F.A.C.](#) to determine the applicable fee and include the following information with your payment:
 - a. **Form Number / PWSID** or **Form Number / New** of the facility as listed in the “Subject” line of the email receipt sent to the person submitting the form,
 - b. Date the form was submitted by email, and
 - c. Name of the applicant or permittee as it appears on the submitted form.

If a form requiring a fee is being mailed to a DEP District office, checks should be made payable to the Department of Environmental Protection. Mailing the fee the same day the application is submitted is recommended.

If located within a delegated county, additional fees may apply. Please contact the ACHD for further information on fees and how to make payment. [See the ACHD contact information.](#)

** If you do not have the capability or do not want to submit forms electronically and/or sign and seal forms electronically, the following option is available. Hard copies of the completed form with all required attachments and fees may be mailed to the appropriate [DEP District Office or Approved County Health Department \(ACHD\)](#).