

## Electronic Document Submission Instructions

DEP has implemented a paperless permitting process that will allow for the electronic submission of applications, forms, and requests for information. In order to complete the following DEP electronic forms, you must have Adobe Reader 8.0 or higher. We suggest that you download Adobe Reader 11, which is free, from the following website: <http://get.adobe.com/reader/>.

The steps below may be used to submit an Underground Injection Control (UIC) Permit Application and associated forms and plans, a reply to a Request for Additional Information, or submittal of other required forms or documents:

- 1) Complete all required forms using [Adobe Reader 11](#).
- 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) Save each form with a title as follows: "FormName-ApplicantName" for new applications (e.g., UICApplication-JohnSmith), or "FormName-ApplicationNumber or PermitNumber" for submittal of other forms or requests (depending on whether a permit has been issued or not).
- 4) For [UIC Permit Applications](#), for Class I and [major Class V injection wells](#), please see the [Permit Fee Worksheet](#) to determine the applicable permit fee. Email all applicable forms to [Tal\\_UIC@dep.state.fl.us](mailto:Tal_UIC@dep.state.fl.us). Please mail payment (include the applicant's name as it appears on the application or include other specific identifying information) to: Aquifer Protection Program, Division of Water Resource Management, Department of Environmental Protection, 2600 Blair Stone Road – MS 3530, Tallahassee, FL 32399-2400. It is recommended to mail the permit fee the same day the application is submitted.
- 5) For [UIC Permit Applications](#), for [non-major Class V injection wells](#) send the permit fee to the appropriate district office address. It is recommended to mail the permit fee the same day the application is submitted.
- 6) Click the email addresses below to submit forms to the appropriate office:
  - [Major Class V injections wells – tal\\_uic@dep.state.fl.us](#)
  - [Non-Major Class V Injections wells: Southwest](#)
  - [District – swd\\_uic@dep.state.fl.us](#)
  - [South District – SD\\_newapps@dep.state.fl.us](#)
  - [Southeast District – sed\\_uic@dep.state.fl.us](#)
  - [Northwest District – epost.nwdwf@dep.state.fl.us](#)
  - [Central District – DEP\\_CD@dep.state.fl.us](#)
  - [Northeast District – CA\\_NED@dep.state.fl.us](#)
- 7) Attach all required saved and named forms to the E-mail.
- 8) Label the Subject line using the following format: **Type of Submittal** (UIC Permit Application, UIC General Permit Application, Request for Additional Information reply, name of required form submittal, etc.) / **Applicant Name** (or Permittee Name if issued) / **County** (or UIC application

number or permit number if known)

9) The support information and engineering plans, such as, the site plan, well head designs and down-hole well designs, must be electronically sealed. If an electronic engineering, architectural or surveyor's seal has not been purchased, 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](http://www.arx.com/Cosign)
- c. DigiCert [www.digicert.com](http://www.digicert.com)
- d. RightSignature [www.digital-signature.com](http://www.digital-signature.com)
- e. VeriSign [www.verisign.com](http://www.verisign.com)

Also, the document **Instructions for Electronic Submission of Sealed Documents** (attached) may be used as a guide for electronic submittals.

**NOTE:** If you do not have the capability to submit electronically sealed plans, a legible copy may be scanned and a PDF emailed to the appropriate Department office, or to the address or FTP site below.

- 10) If your documents and/or plans are too large to send via E-mail (greater than 20mb), they may be uploaded to DEP's external FTP Site using the naming conventions outlined above. UIC FTP Site: <ftp://ftp.dep.state.fl.us/pub/incoming/app-uic>
- 11) If you do not have the capability to submit your document(s) electronically, mail your completed documents to: Aquifer Protection Program, Division of Water Resource Management, Department of Environmental Protection, 2600 Blair Stone Road – MS 3530, Tallahassee, Florida 32399-2400