

U. S. Department of Labor

Office of Workers' Compensation Programs
Division of Longshore and
Harbor Workers' Compensation
200 Constitution Avenue N.W., Room S-3229
Washington, DC 20210



April 20, 2020

INDUSTRY NOTICE No. 179

TO: EMPLOYERS AND INSURANCE CARRIERS UNDER THE LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT, as amended, INJURED WORKERS, ATTORNEYS AND OTHER INTERESTED PERSONS

SUBJECT: Electronic Signatures

To aid in the efficient administration of the Longshore and Harbor Workers' Compensation Act (LHWCA), and its extensions, the Director hereby notifies all parties that electronic signatures on documents submitted to the Division of Longshore and Harbor Workers' Compensation (DLHWC) will be accepted effective immediately. Documents that may use electronic signatures include settlement applications, claim forms, notices of payments, reports of injury and other documents. The following electronic signatures are acceptable.

Electronic signatures may be made with third-party applications such as Adobe Sign or DocuSign; by having the signatory use a touch-pad, mouse, or equivalent tool to digitally sign or draw a signature on the document; or in the form of a "/s," followed by the signatory's name, typed above a signature line.

Any "/s" signature should be typed on each document by the signatory or someone authorized to sign on the signatory's behalf. For documents signed using this method, please refrain from using automatically generated/auto-populated signatures, signatures that appear to have been automatically generated, or signatures that may be mistaken for the signature block that typically appears on typed documents beneath an actual signature. Any signature created using a mouse or touchpad should likewise be created by the signatory themselves, and not be copied and pasted onto the document by a party other than the signatory.

To ensure that all documents are signed by someone with appropriate authority to bind any business entity or group of people, all signatures should allow any person reviewing the document to determine the identity of the individual person signing; signatures that merely indicate an IP address or an organization-wide email address will not be accepted.

When submitting an electronically signed document, maintain a record that shows the date the signature was made and how the signature was obtained to avoid any dispute regarding the signature's authenticity. If submitting a document with another's signature in a "/s" form, show when the document was sent to the signatory for review and when the signatory returned the signed document. If the document is signed via a third-party application such as DocuSign or Adobe

Sign, be prepared to explain what steps the signatory went through to add their signature to the document, including any security procedures utilized.

Any questions regarding this Industry Notice should be directed to the DLHWC Director, Washington, DC.

ANTONIO RIOS
Acting Director, Division of Longshore
and Harbor Workers' Compensation