## Signing the Visa Application During Business Travel Form

Where is says Traveler's Name, Printed – The traveler can type their name and ID number in.

Traveler's Signature: Double click on the field to sign.

Traveler's Name, printed:	Test Name	 Fermilab ID 12345N
Traveler's Signature:	-	Date*:

If the traveler does NOT have a Secure ID, this window will show up:

A Digital ID is required to	Select the type of Digital ID:		'C	
create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer	
Card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	0	Le	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	<u>,</u>
	0		Create a new Digital ID Create your self-signed Digital ID	'r T

Click on Create a new Digital ID. Continue.



Select Save to Windows Certificate Store. Continue.

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.	Name	Enter Name	
	Organizational Unit	Enter Organizational Unit	
	Organization Name	Enter Organization Name	
	Email Address	Enter Email	
	Country/Region	US - UNITED STATES	~
	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~

Add <u>Name</u> and <u>Email Address</u> and select **Save**.

This should create a new Secure ID for you.

When complete, your new signature will look like this with the info you provided:

Sign as "Te	st"		×
Appearance	Standard Text	~	Create
T	es	Digit by T Date 14:2	tally signed est : 2023.07.27 :5:48 -05'00'
Review docu	ment content that may	affect signing	View Certificate Details
			Back Sign

This form uses Adobe Acrobat. Please be sure you save the file in the <u>same format</u>, and forward on to the next in line.

## **PLEASE NOTE:**

DO NOT print and rescan this document. If you run into issues with the digital signature, please email <u>visaoffice@fnal.gov</u> or <u>heatherf@fnal.gov</u> and someone can guide you through getting it digitally signed properly.