

SAN DIEGO COUNTY OFFICE OF EDUCATION**ADMINISTRATIVE
REGULATION NO. 3315****CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95****REVISED: 8/11/21****SUBJECT: Facsimile Signatures, Filing of****PAGE: 1 of 1**

The county superintendent of schools and/or his/her designee(s) may, after filing with the Secretary of State his/her manual signature certified by him/her under oath, execute or cause to be executed with a facsimile signature in lieu of his/her manual signature:

1. Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed.
2. Any instrument of payment.

Upon compliance with Government Code section 5501 by the county superintendent of schools and/or his/her designee(s), a facsimile signature has the same legal effect as his/her manual signature.

The executed paperwork for the filing of facsimile signatures for the county superintendent of schools and designated staff will be transmitted to the Secretary of State by the assistant superintendent, Business Services division, or designee in accordance with procedures established by the Office of the Secretary of State.

In addition, pursuant to Government Code section 16.5, the county superintendent of schools and/or his/her designee(s) may use a digital signature for either of the two above-mentioned reasons when the San Diego County Office of Education (SDCOE) has conformed to the requirements of the California Code of Regulations, Title 2, sections 22000-22005, including the requirements that the signature be verifiable and be created by an acceptable technology as identified by the Office of the Secretary of State. The assistant superintendent, Integrated Technology Services division, shall be responsible for ensuring any technologies used by SDCOE for digital signatures conforms to all applicable requirements in law.

Derivation: Adopted 9/13/95. Amended 11/29/16, 8/11/21.

**Legal Reference: Government Code
16.5, 5500 - 5501
California Code of Regulations, Title 2
22000-22005**