

Electronic Document Submission Instructions

The Department of Environmental Protection (DEP) has implemented a paperless document submittal process that allows domestic wastewater forms to be submitted electronically. The steps below should be used to submit forms and associated documents to DEP electronically:

- 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.comIf you do not have the capability or do not want to sign and seal forms electronically, two options are available.
 - a. Hard copies of the completed form with all required attachments and fees may be mailed to the appropriate [DEP District Office, delegated local program, or Domestic Wastewater Program in Tallahassee](#), as indicated on each form; or
 - b. Forms 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 with a title as follows:
 - a. For facilities that have a permit number, "**FormNumber_Form Title_Facility Permit Number**" (e.g., 62-620.910(2)_Form2A_FL00123456), or
 - b. For new facilities that do not have a permit number, "**FormNumber_Form Title_NEW**".
- 5) Click "Submit this form by email." and select the name of the appropriate DEP District Office or Domestic Wastewater Program in Tallahassee where the form should be submitted. **This will open an email message with an email address that can be used to send the form.**
- 6) Attach all required saved and named forms to the email. If your documents and/or plans are too large to send by email (greater than 20mb), they may be uploaded to DEP's external wastewater FTP Site, <ftp://ftp.dep.state.fl.us/pub/wastewater/>, using the naming conventions outlined in 4) above. Uploading these documents the same day the application is submitted is recommended.
- 7) Label the "Subject" line of the email using the following format:
 - a. For facilities that have a permit number, "**Form Number / Form Title / Permit Number / County**", or
 - b. For new facilities that do not have a permit number, "**Form Number / Form Title / NEW / County**".
- 8) **Include the email addresses for all associated parties in the body of the email.**
- 9) 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.
- 10) If you do not want to pay fees online, consult the [Domestic Wastewater Permit Applications Fees](#) document to determine the applicable permit fee and include the following information with your payment:
 - a. Permit number 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.

Checks should be made payable to the Department of Environmental Protection. Mail your check to the appropriate DEP District Office or the Domestic Wastewater Program in Tallahassee.

Mailing the permit fee the same day the application is submitted is recommended.