



Collecting ACO Signatures for PCIT Certificates

Overview

PCIT has added functionality that allows the ability to print a signature image in block 18, Signature of Authorized Officer, for all PPQ Forms and State certificates.

This is an optional feature for ACOs. ACOs are not required to use a signature image when issuing PCIT certificates.

When an original certificate is being printed by an authorized applicant and the ACO designated as responsible for the certificate has a signature image on file, the signature image will print on the original.

In addition, when an original certificate is printed by an ACO with a stored signature image, PCIT will ask the ACO if the signature image should print on the original certificate. This allows the ACO the flexibility to physically sign original certificates when desired.

Implementation

To add your signature into PCIT, please fill out the attached form. It is important to read the directions prior to signing or your signature may be rejected. All signatures are stored securely and your signature will not be used for any other purpose. If you have questions, please contact Export Services at ppqexportservices@aphis.usda.gov.

Participation

Using signature images in PCIT is optional. You can also use the form to collect signatures for multiple ACOs within your office. The form must be physically mailed to maintain integrity of the signatures.

Please Note: It is highly recommended not to fold the signature form but to enclose it in a flat envelope surrounded by a sheet of blank paper on the front and back. Also, do not print these instructions double-sided with the form. These suggestions will help maintain the integrity of the signature.

Mail the completed form to:

USDA, Plant Health Programs – Export Services
4700 River Road, Unit 131
Riverdale, MD 20737



PCIT Signature Image – Signature Collection Form

Directions: Read the important message below. Then fill out the form and in the signature area print your name in the left column then sign your name in the adjacent block to the right.

****IMPORTANT**:** Signatures are captured using a scanner. Please make sure of the following to ensure your signature can be scanned and is not rejected:

- You signature does not touch or extend beyond the borders in the space provided.
- Do not use white-out or correction tape to correct a signature. Simply use the next box.
- Use a dark black or blue ink and press hard. Faint or faded signatures do not scan well.

Duty Station Name: _____

Duty Station Address: _____

Contact Information for the person representing the enclosed signatures:

Contact Name: _____

Phone Number: _____

Email Address: _____

	ACO Name (Printed)	ACO Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Faxed or copied versions of this form will not be accepted. Please mail the original completed form to:

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