



Electronic Signature Consent Form

Form must be signed and dated by the customer and staff to be valid.

Return Completed Form:
3991 E 29th Street, Bryan TX 77802
Mail: PO Box 4128, Bryan TX 77805
Fax: (979) 595-2810
Email: CCMS@BVCOG.org
Phone: (979) 595-2801, ext. 2105

TWIST ID# _____

Please read carefully the information contained in this form. When you have finished, please sign in the space provided and return the original to the address provided.

In an attempt to expedite the verification process, Workforce Solutions Brazos Valley (WSBV) asks that customers agree to receive and sign documents electronically.

"Electronic documents" include documents you may complete via web page and save on your computer or attach to e-mail. They can typically be printed out, but exist independently in an electronic form on a server or on your computer. An "electronic signature" includes any mark, symbol, sound, or process that is written, stamped, engraved, attached to or logically associated with an electronic document executed by a person with the intent to sign. Just like you can legally "sign" a printed document by making your mark, whether that be your signature in ink or an "X", so too can you "sign" an electronic document by making your mark, whether that be a high-tech encrypted or digital signature, or just typing your name in the signature line or space on an e-mail or document in the computer. If you sign a paper document in ink and then scan the document and save it on your computer, the image of the signature on the stored electronic document on your computer is also an electronic signature.

Know your rights:

- 1. Right to Receive Paper Documents:** You have the right to have any document provided in paper or non-electronic form. If you want a paper copy of any document, you may click the "Export to PDF" link on any electronic form, save it to your computer, and print to sign.
- 2. Right to Withdraw Consent:** You have the right to withdraw your consent to sign electronic documents with electronic signature by contacting WSBV through the Contact Us link on our website. The legal validity and enforceability of the electronic documents, signatures and deliveries used prior to withdrawal of consent will not be affected. In other words, all prior electronic signatures will be fully valid and enforceable.
- 3. Changes to Your E-Mail Address:** You should keep WSBV informed of any change in your e-mail address. Please contact WSBV as promptly as possible regarding such changes.
- 4. Minimum Hardware and Software Requirements:** To access (open and read) and retain (save) the electronic documents, you may be required to have certain hardware and software including, but not limited to, access to an email address, a computer/tablet/mobile device with Internet or mobile connectivity and sufficient storage to save and/or print, and a current web browser that include 128-bit encryption.
- 5. Your Ability to Access Disclosures:** By completing this consent, you acknowledge that you can access and retain electronic documents.
- 6. Consent to Electronic Signatures and Documents:** By completing this consent form, you are providing electronic consent to the use of electronic documents and signatures.

I hereby understand that if I do not wish to "sign" this way, I may print out the document(s), sign by hand, and mail them to WSBV at the address listed above.

By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement.

_____	_____	_____
Customer Signature	Customer Printed Name	Date Signed
_____	_____	_____
Customer Signature	Customer Printed Name	Date Signed
_____	_____	_____
Workforce Staff Signature	Workforce Staff Printed Name	Date Signed

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing and speech impaired customers may contact: [Relay Texas](http://RelayTexas.org): (800) 735-2989 (TTY) or 711 (Voice).