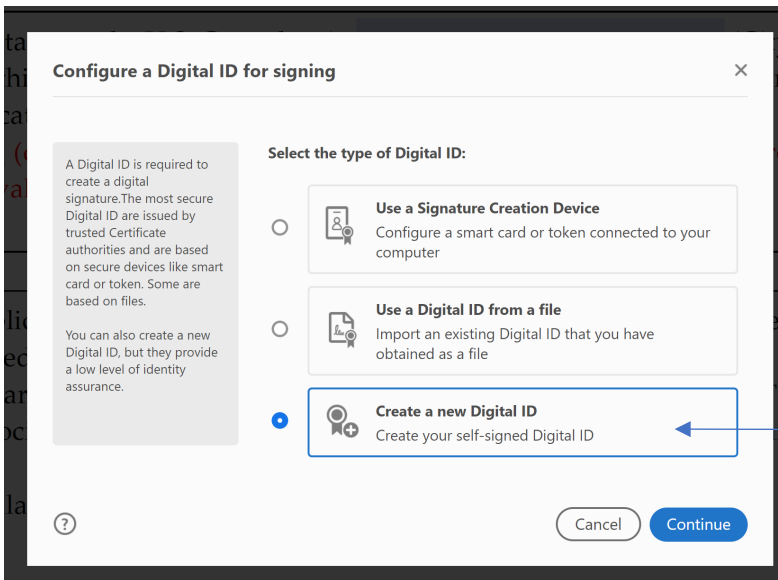# Signing the Visa Application During Business Travel Form

Where is says Traveler's Name, Printed – The traveler can type their name and ID number in.
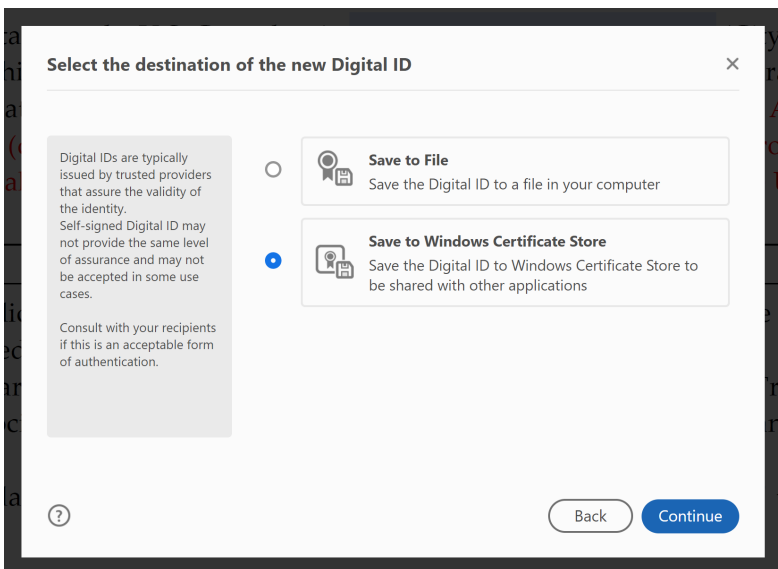
Traveler's Signature: Double click on the field to sign.

| 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:

Click on **Create a new Digital ID**. **Continue.**

Select **Save to Windows Certificate Store**. **Continue**.

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:

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.