

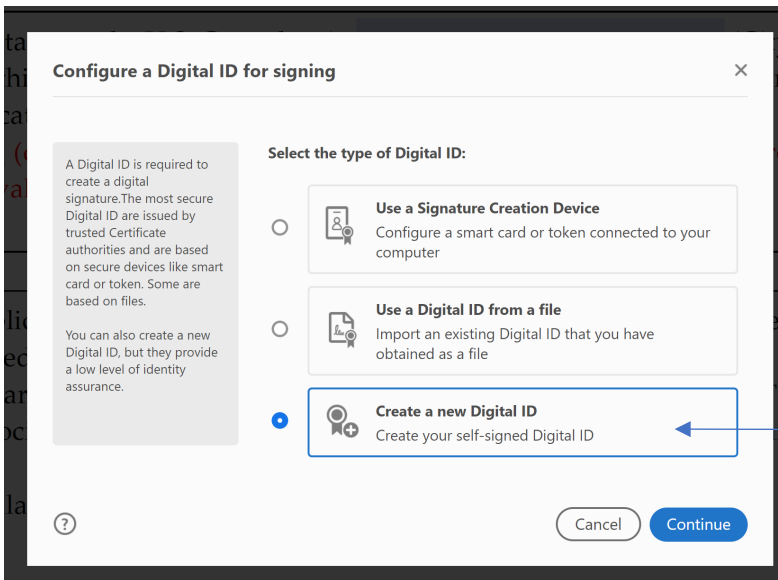
Signing the Visa Application During Business Travel Form

Where it says Traveler's Name, Printed – The traveler can type their name and ID number in.

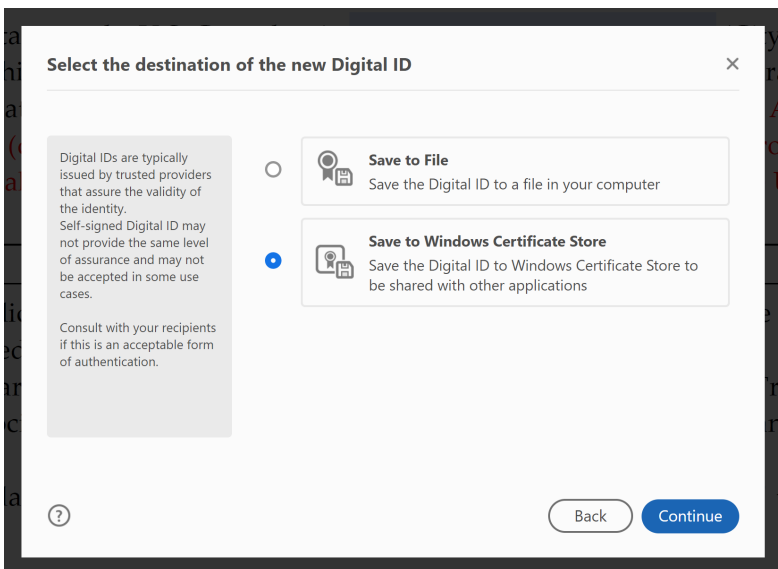
Traveler's Signature: Double click on the field to sign.

Traveler's Name, printed:	<input type="text" value="Test Name"/>	Fermilab ID	<input type="text" value="12345N"/>
Traveler's Signature:	<input type="text"/>	Date*:	<input type="text"/>

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.**

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

[?](#) [Back](#) [Save](#)

Add Name and Email Address 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:

Sign as "Test"

Appearance: Standard Text [Create](#)

Test Digitally signed by Test
Date: 2023.07.27 14:25:48 -05'00'

[View Certificate Details](#)

Review document content that may affect signing [Review](#)

[Back](#) [Sign](#)

This form uses Adobe Acrobat.

Please be sure you save the file in the same format, 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 visaoffice@fnal.gov or heatherf@fnal.gov and someone can guide you through getting it digitally signed properly.