Department for Business, Innovation & Skills

How to validate a signature on a digitally signed document

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1. About digital signatures on ECO approved licences issued via SPIRE

You will be receiving PDF licences and letters through SPIRE which will be digitally signed. The **first one** you receive will probably have the following image where you would normally expect to see a signature.

Validity unknown

Digitally signed by Licensing Casework Group
Date: 2009.11.16 12:34.23 GMT
Reason: On behalf of the Secretary of State
Location: Department for Business, Innovation and Skills

2. How to validate the signature

In order to validate the signature, you should **press the right hand mouse button whilst you are hovering over the image** and select the **'Validate signature'** option. If you select **'Properties'**, don't worry as you will get to a screen shown below so pick up the instructions from there. A popup will appear as follows:

Click on either the **'Legal Notice'** or the **'Signature Properties'** button. If you click on the 'Signature Properties' button the following popup will appear, but the tabs along the top are the same if you click on 'Legal Notice'.
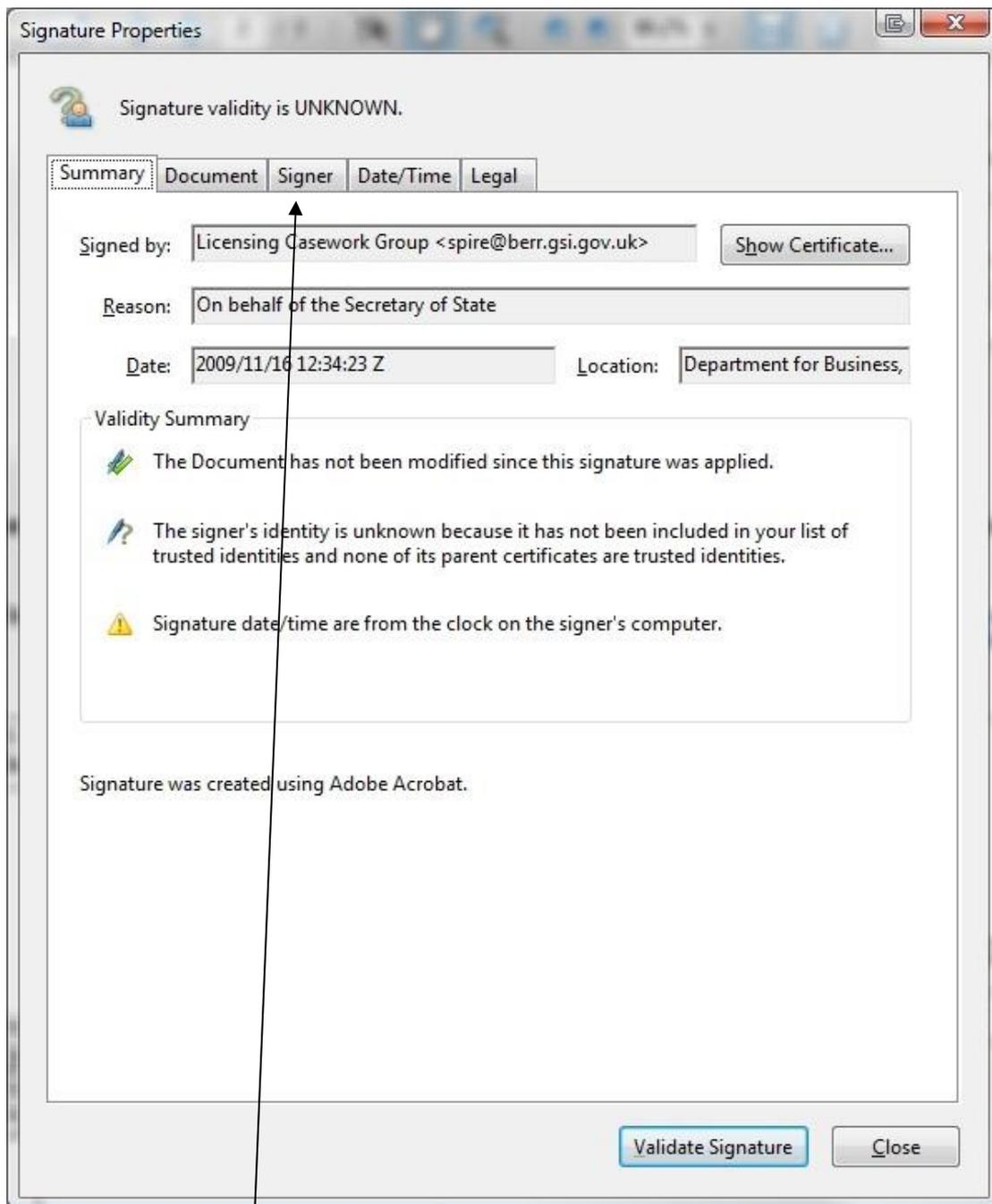
Next select the **'Signer'** tab along the top, and the following screen will be shown:
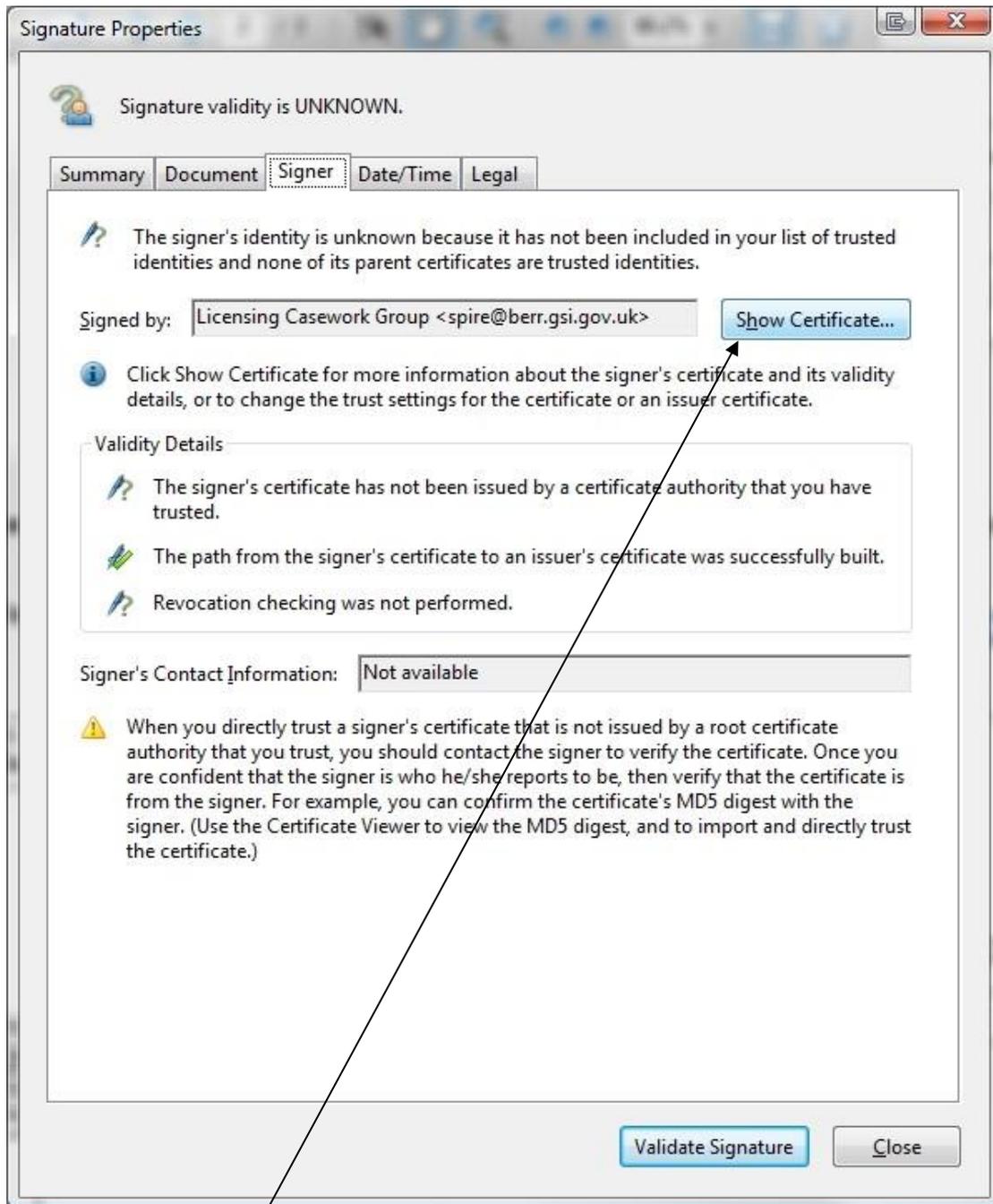
Click on **'Show Certificate'** and you will see the following:
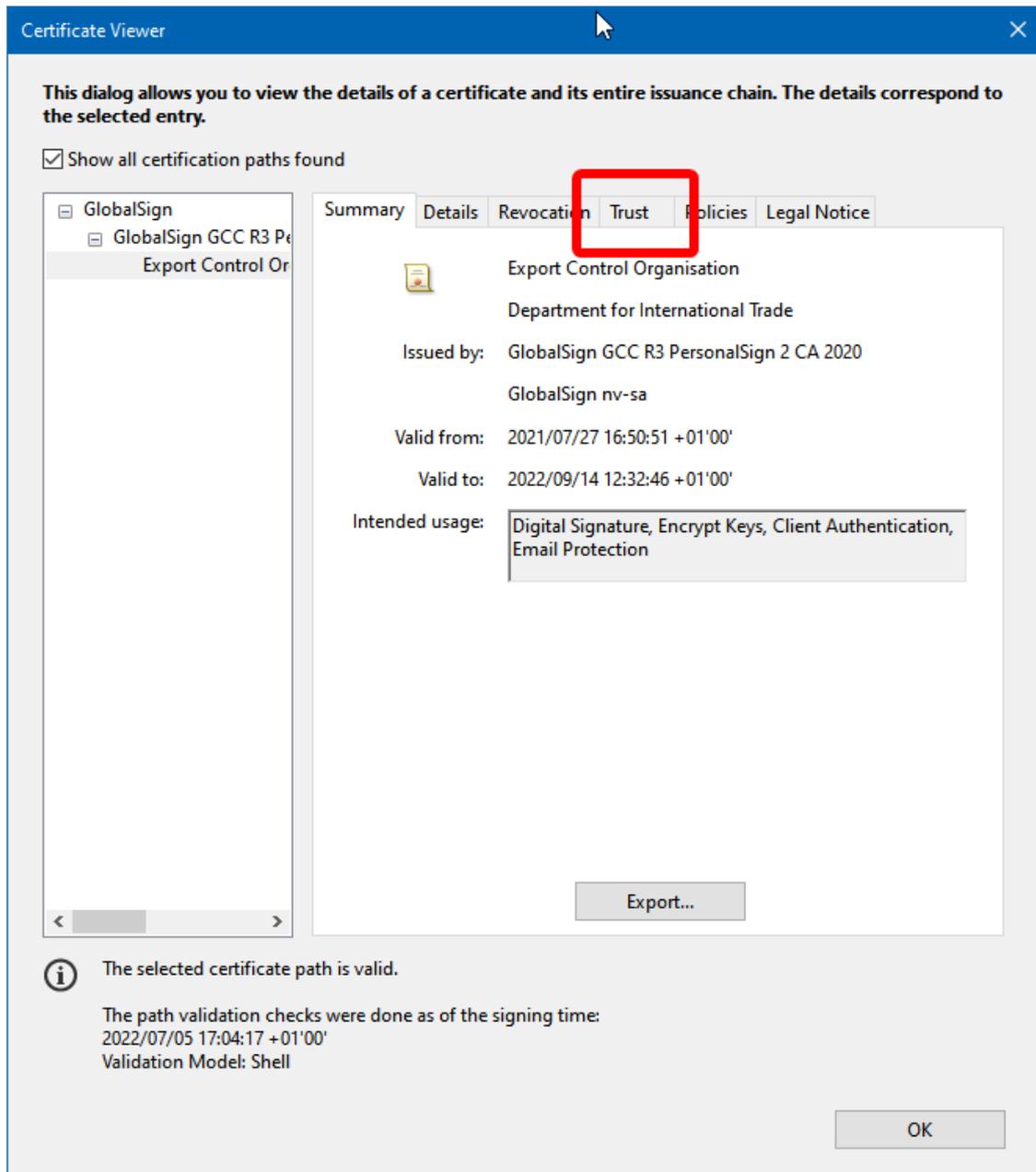
Click on the **'Trust'** tab within this screen. The text on the right hand side of the screen will change to show the Trust Settings as below.
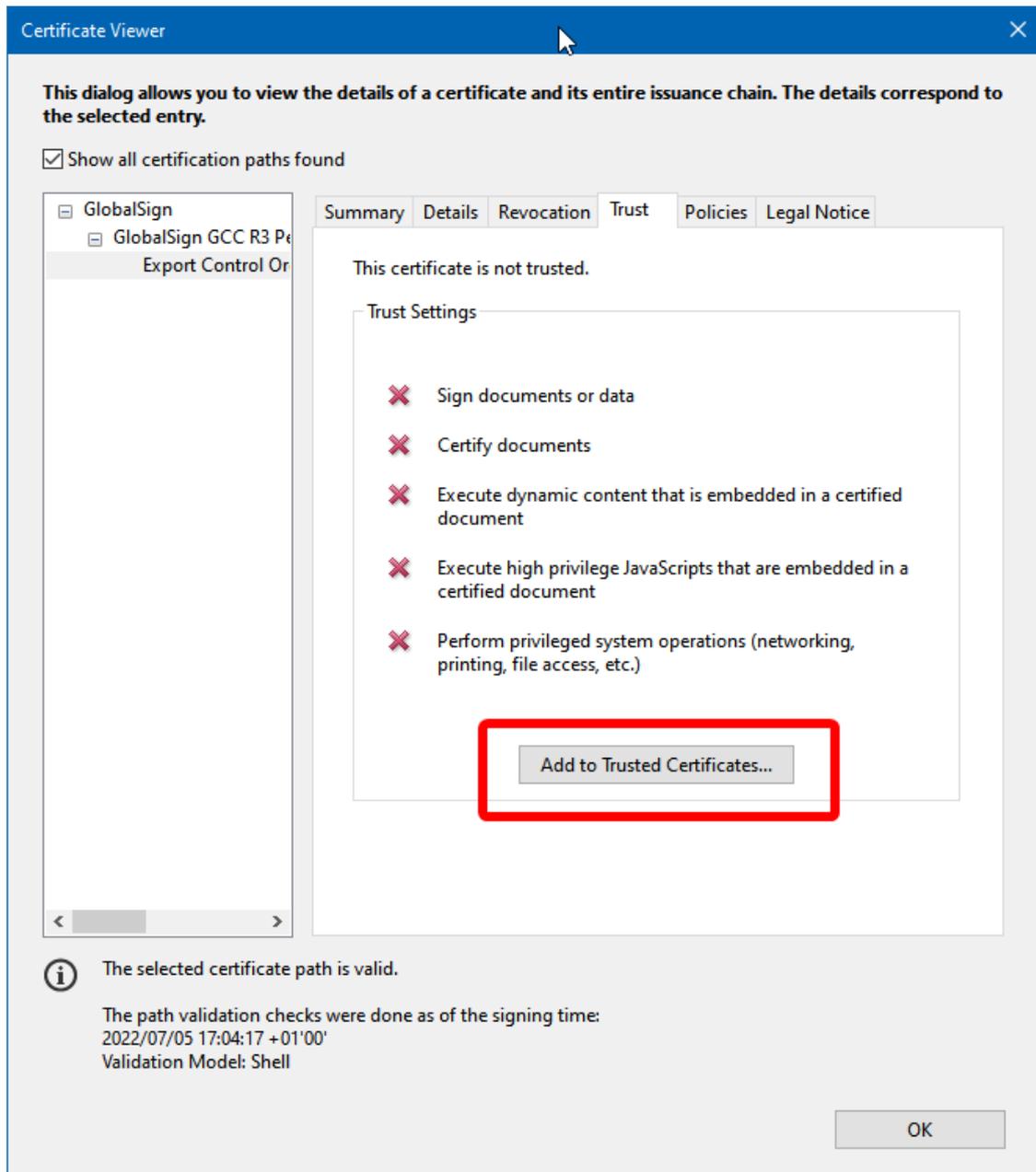
Click on the **'Add to Trusted Certificates'** button and you will see the following message:
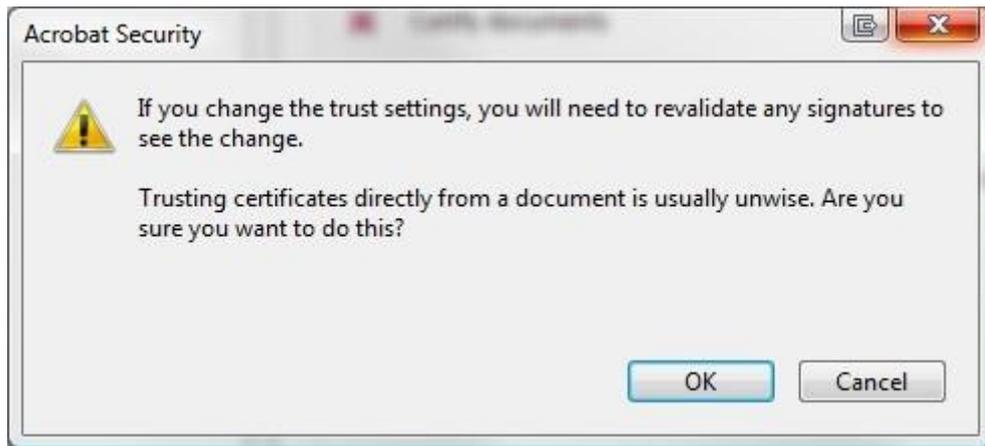
Click **'OK'**, then at the next screen (shown below), click **'OK'**.
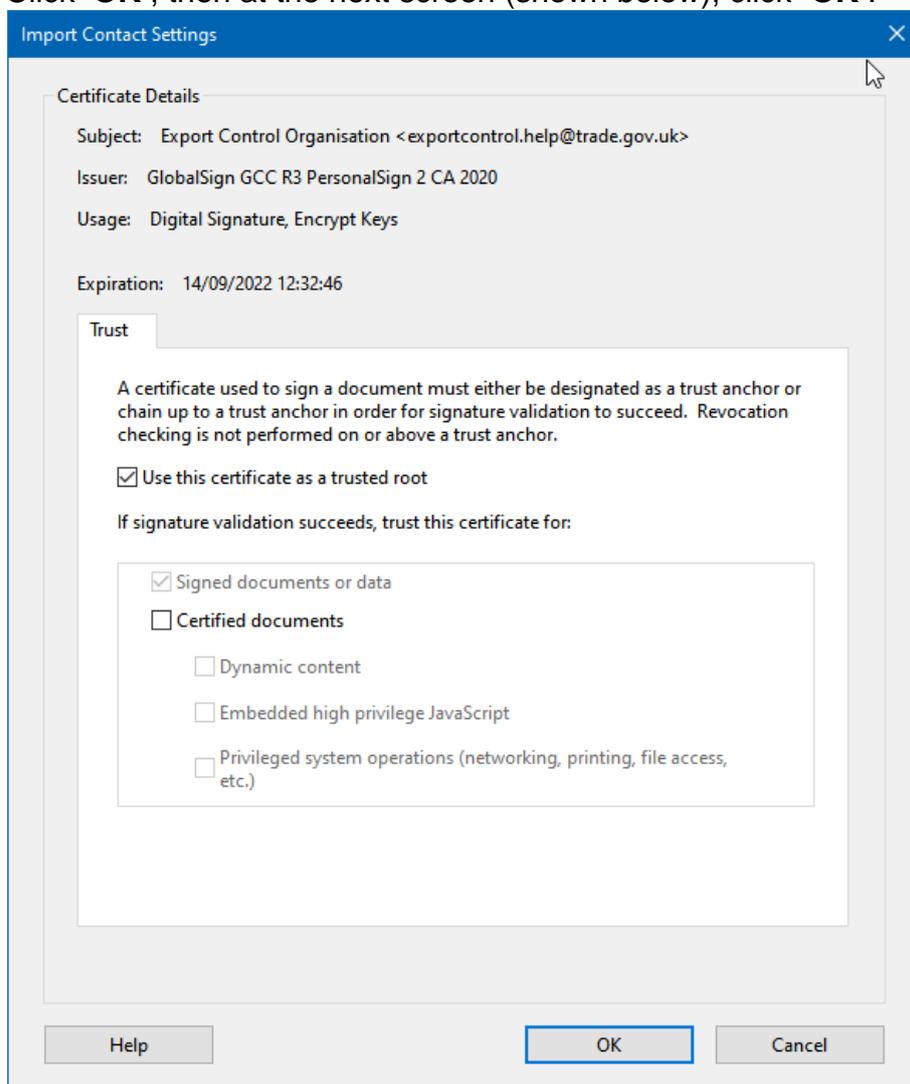
You will now be back at the **'Trust Settings'** screen where you should click **'OK'** again. Once you have done that, you will be back at the **'Signer'** screen and you should click on **'Validate Signature'** and then click on **'Close'**.

When you look again at your pdf document, you should see the following image where you would normally expect to see a signature:

Signature valid

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From that point on, all PDF documents sent by us should show the above image.

Export Control Organisation
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