

QUICK GUIDE TO AUTHENTICATION

This infographic is not a stand-alone reference on authentication. Please use in conjunction with Engineers and Geoscientists BC's *Guide to the Standard for the Authentication of Documents*.



What is Authentication?

The application of a **professional registrant's** seal, signature, and date on a document containing engineering or geoscience work.

Why Authenticate?

- ▶ Show that work was prepared and delivered by a qualified professional registrant or under their direct supervision.
- ▶ Indicate the work can be relied upon.
- ▶ Ensure integrity of the document.
- ▶ Comply with Engineers and Geoscientists BC Bylaws and other legislative requirements.

When to Authenticate

- ✓ Does it contain professional engineering or geoscience work?
- ✓ Is it complete for its intended purpose?
- ✓ Will it be relied upon by others?

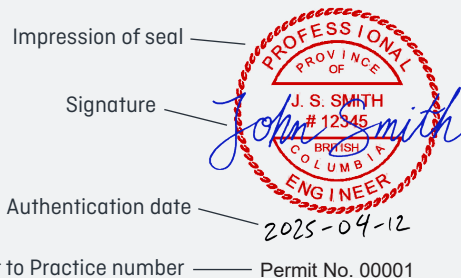
If the answer to all 3 questions is **yes...**

authenticate!

How to Authenticate

Manual Authentication requires:

- an ink stamp seal, issued by Engineers and Geoscientists BC, or a scanned image of the seal;
- an ink signature adjacent to or across the seal. A digital pen can also be used if it represents a unique gesture for each instance of authentication; and
- the date of authentication, preferably touching the seal.



All authenticated documents, manual or digital, must have a visible Permit to Practice number for the Firm under which the work is being performed.

Digital Authentication requires:

- Engineers and Geoscientists BC's approved certification software;
- an image of the seal;
- an image of the signature placed over, or in the vicinity of, the seal;
- an image of the date of authentication, preferably touching the seal; and
- the digital certificate.

All of the above items will be set up through the approved digital authentication service provider. At this time, Portage CyberTech (previously known as Notarius) is the only provider that meets the approval requirements set by Engineers and Geoscientists BC.



Note: Where there are multiple authenticators, each professional must qualify their area of responsibility.