Idaho Division of Vocational Rehabilitation
Electronic Signature
Policy Document

Policy Name: Electronic Signature		
Effective Date: 11/01/2026	Revision Date:	Retirement Date:
Review Schedule: Annual	Revision Number:	

1.0 POLICY STATEMENT

The purpose of this policy is to establish the Idaho Division of Vocational Rehabilitation (IDVR) standards for the use of electronic signatures. This policy ensures that electronic signatures on IDVR documents are used consistently, securely, and in compliance with applicable law.

2.0 LEGAL AUTHORITY

Idaho Code §§ 28-50-102, -107, and -108,
34 CFR § 361.48
IDVR Protection, Use, and Release of Personal Information Policy

3.0 SCOPE/APPLICABILITY

This policy applies to all employees, contractors, partners, and external parties including applicants, participants, and guardians who sign documents with the IDVR.

4.0 STANDARD

4.1 An electronic signature shall not be denied legal effect or enforceability solely because it is in electronic form.
4.2 If a signature is required, an electronic signature satisfies that requirement.
4.3 IDVR recognizes electronic signatures as legally binding when the signer intends to sign, and the signature is logically associated to the electronic record.
4.4 Electronic records that include electronic signatures must be retained in accordance with State, Federal, and IDVR record retention requirements.