



## *COMMONWEALTH of VIRGINIA*

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VA 23219-2000

**DAVID S. EKERN**  
COMMISSIONER

February 18, 2009

### **MEMORANDUM**

**TO:** Division Administrators  
District Administrators

**FROM:** Malcolm T. Kerley, P.E., Chief Engineer

**SUBJECT:** Sealing and Signing of Plans and Documents

### **BACKGROUND:**

In a letter dated June 15, 2006, the Virginia Department of Transportation (VDOT) requested the Department of Professional and Occupational Regulation (DPOR) to address VDOT's interpretation of Virginia Code Article 54.1-402.1. VDOT's letter inquired whether employees who are licensed as professional engineers and/or land surveyors are required to seal and sign their work or if they are exempt from doing so until June 30, 2010.

In a letter dated September 8, 2006, DPOR provided its response to VDOT stating that professionals employed by VDOT were not exempt from complying with the Board's regulations.

Based on this interpretation and ruling, I formed the Professional Licensure Sealing and Signing Committee, referred to hereafter as the Committee.

The Committee issued a White Paper, dated July 20, 2007, recommending the technical documents that require sealing and signing by the affected Divisions within VDOT. The Chairman of the Committee appointed an Implementation Committee which is coordinating the implementation effort. This Implementation Committee has further refined the recommendations and has developed specific procedures and instructions for each of the affected Divisions through Instruction and Information Memoranda or similar documents.

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**IMPLEMENTATION:**

VDOT will begin the implementation of the sealing and signing requirement for all identified technical documents in accordance with the effective dates as noted below.

The associated guidelines for sealing and signing can be found at the following web links:

External Link (internet) →

[http://www.virginiadot.org/business/locdes/Digital\\_Signature.asp](http://www.virginiadot.org/business/locdes/Digital_Signature.asp)

Internal Link (Portal) → [http://insidevdot/sites/PE\\_SignandSeal\\_Info/default.aspx](http://insidevdot/sites/PE_SignandSeal_Info/default.aspx)

The procedures and instructions are also applicable to consultants under contract to VDOT or under contract to localities for Locally Administered Projects being advertised by VDOT.

The Central Office Location and Design CADD support personnel have begun contacting all designated employees in order to have digital certificates available prior to the implementation date and is conducting training which is scheduled for this quarter.

**EFFECTIVE DATE:**

This memorandum is effective for all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP, SAAP projects and for all technical documents requiring to be sealed and signed is July 1, 2009.

cc: David S. Ekern, P.E.  
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