**Instructions to Locals to Obtain Legal Signers for DocuSign**

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INDOT uses DocuSign for all parties to electronically sign the **INDOT LPA Contracts** and **Local Roads and Bridges Matching Grant Agreement**.  In preparation for using DocuSign, locals must give INDOT contact information for the person(s), with **Legal Binding Authority**, to sign contracts for a local agency.

Please complete the **Legal Signer Information** and list your locals **mailing address** below and return it to me as soon as possible.

What is Legal Binding Authority?

* Mayor; **or**
* Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
  1. Ordinance showing one official signatory is sufficient to legally bind the agency.
  2. Resolution which shows the individual who signed has the legal authority to bind the agency.
  3. Meeting Minutes which delegates legal authority to one individual to sign on behalf of the agency, **or**
* Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

INDOT must have the information prior to any future contracts being routed to your local for execution:

1. Signer Name: = First and Last Name of legal signer.
2. Signer Email: = An email address that will email directly to the legal signer.
3. Signer Cell Phone Number: = A phone number that can receive a text message. This text message will be sent with the authorization code needed for the legal signer to enter DocuSign as a verification of identity. This is the preferred method of signature verification.
4. *Alternative Means of Signature Verification:* = If the legal signer does not have a cell number, or does not want to provide their cell number, they will receive an email with an authorization code, located within the body of the email, to enter DocuSign as verification of identity.

Complete the following required information for legal signer(s) and return to INDOT.

***INDOT only requires one (1) legal signature per contract.*** However, unless it is signed by a mayor, the agency must send in a copy of an ordinance, resolution, or meeting minutes stating that the agency agrees to only one (1) legal signer (i.e., Board President, Council President). Otherwise, more than one (1) legal signature will be required.

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| **Required Information is below:** | **Type the Legal Signer Information below:** |
| **1 – Signer Name:**  **1 – Signer Email:**  **1 – Signer Cell Phone Number:** |  |
| 2 – Signer Name:  2 – Signer Email:  2 – Signer Cell Phone Number: |  |
| 3 – Signer Name:  3 – Signer Email:  3 – Signer Cell Phone Number: |  |
| 4 – Signer Name:  4 – Signer Email:  4 – Signer Cell Phone Number: |  |

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| **Locals Mailing Address**.  This mailing address will be in the Local Roads and Bridges Matching Grant Agreement. |  |

For further instruction, please visit our website at <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/> under ***INDOT LPA Contracts*** or call your District Program Director if you have any questions.

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