

Guideline for online certification form submission

Updated 1/7/2016

1. Enter Full Name and Email. Click "Begin Signing" to start.

Your Role:

Signer of Certification Request Form *

Your Name:

Your Email:

Begin Signing

2. Check the consent box and click Review Document.

Request for Signature

From:  Nevada Division of State Lands
Nevada Department of Conservation and Natural Resources

Documents (1): 2015 Certification Request Form.pdf

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Department of Conservation & Natural Resources (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

[Read Electronic Record and Signature Disclosure >](#)

I consent to use Electronic Records and Signatures

[Review Document](#) [Decline](#) [Finish Later](#)

3. Enter information in the following fields. You can use the Tab key to move to the next field:
 - a. Requesting Agency
 - b. Contact Phone Number
 - c. Project Description
 - d. Date certification needed
 - e. Construction Start Date

Requesting Agency: **Date Submitted:** 1/7/2016 | 11:41 AM PT
Submitter Name: Testy Test **Contact Phone Number:**
Project Description: (Location, Scope of Work)

Date Certification needed: **Construction Start Date:**

- To attach the site plan, legal description or any other documents to assist with the certification request, click the Attachment icon.



- On the attachment window, click the "Choose File" button. Navigate to an attachment, select it and click Open. Your attachment is uploaded.

Add your Attachment

 Would you like to upload or fax your attachment?

Upload your attachment
 No file chosen

- You will then be asked if you want to attach another document. If you have additional documents, attach them at this time. When you are finished attaching documents, click No.

Add Another Attachment

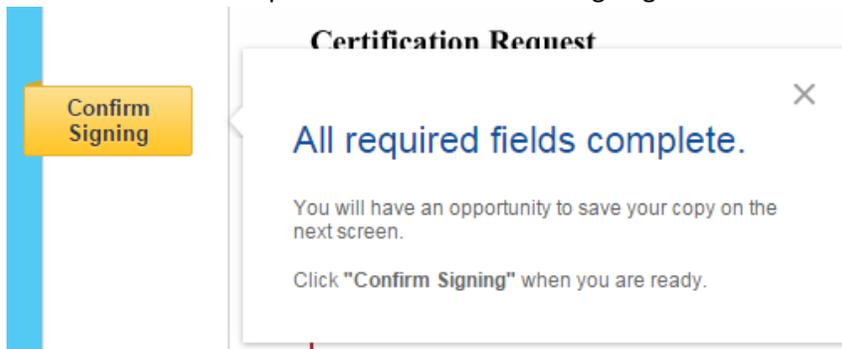
Would you like to add another attachment to the document?

- Select either the No or Yes button to indicate if an easement or encumbrance is known.

3. Known existing easements or encumbrances: No Yes

a. *Consultant/Contractor/Architect employed by the Nevada State P...*

8. All fields are now complete. Click the "Confirm Signing" button.



9. Your document has been signed and submitted. You will receive an email notification that the document has been signed. To see your document, click "Show Document". A PDF version of your certification request will be downloaded for your review.

