



## Criminal Justice Standards and Training Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

### **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION** **TECHNICAL MEMORANDUM 2018-07**

DATE: June 11, 2018  
TO: Criminal Justice Agency Administrators  
Criminal Justice Training Center Directors  
FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division  
SUBJECT: ATMS Update Adding eSignature and eNotary

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The Automated Training Management System (ATMS) was recently updated to allow the use of electronic signatures and electronic notarization for CJSTC forms. This update will allow individuals with ATMS user accounts to save an electronic signature and be able to attach that signature to a form prior to printing the form. It will also allow a notary to upload his or her notary information and stamp to electronically notarize forms.

Agencies are not required to use eSignature or eNotary. These electronic processes do not replace the requirement that the forms be stored in the individual officer files at the agency. The instructions to use this process are attached to this technical memorandum and can be found in the ATMS User Manual, which is located under the question mark icon located in the top menu on the right side in ATMS. To access this feature, you must contact your assigned criminal justice customer service specialist to update ATMS permission levels.

If you have any questions regarding this new process, please contact your assigned criminal justice customer service specialist in the Officer Records Section at (850) 410-8600.

DR/GWH/tb

cc: Criminal Justice Standards and Training Commission Members