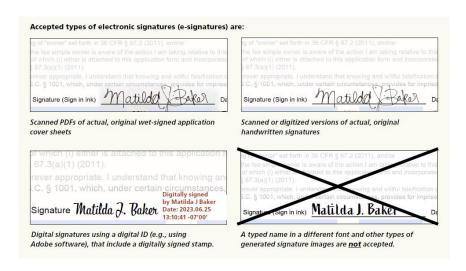# Historic Preservation Certification Applications
## Instructions for Electronic Submission
### July 14, 2023

## Applicant and Project Contact Electronic Submission Workflow

1. Confirm the NPS electronic application requirements (file formats, size, and naming conventions) and the SHPO electronic application submission process for Historic Preservation Certification Application (HPCA) forms and supporting information. See [Electronic Submission of Certification Applications](#) and [Contact a State Historic Preservation Office](#)
   a. Review process and requirements for electronic submission of HPCA applications. Note the required file format (PDF in most cases), any file size limitations, signature requirements, and file naming conventions
   b. Contact SHPO with questions about requirements

2. Complete the HPCA application cover sheet in electronic format, checking applicable boxes and filling in all requested information
   a. If using the second page of the Part 1 (Description/Statement of Significance) or Part 2 (Detailed Description of Rehabilitation Work) of the HPCA application, complete the application by providing all requested information. If providing this information on separate blank sheets, see #4(a) below.
   b. Contact SHPO if unable to complete/submit the application in electronic format

3. Applicant signs HPCA application cover sheet and saves application as PDF
   a. Acceptable types of electronic signatures, "e-signatures," for the application components are (1) digital signatures using a digital ID (e.g., using Adobe software), (2) scanned or digitized versions of an original handwritten signature, and (3) scanned PDFs of original wet-signed HPCA applications. E-signatures that include a typed name in a different font and other types of generated signature images will not be accepted.



Accepted types of electronic signatures (e-signatures) are:

Scanned PDFs of actual, original wet-signed application cover sheets

Scanned or digitized versions of actual, original handwritten signatures

Digital signatures using a digital ID (e.g., using Adobe software), that include a digitally signed stamp.

A typed name in a different font and other types of generated signature images are **not** accepted.

4. Assemble any supporting information and save each as a separate PDF or other accepted electronic file type
   a. Additional Narrative: Provide Part 1 (Description/Statement of Significance), Part 2 (Detailed Description of Rehabilitation Work), or additional Amendment narrative as a separate PDF if not providing this information on the actual HPCA application form itself
   b. Photos: Photos should be contained in a separate PDF file with no more than two photos per page, and with a minimum photo size of 4" x 6" per photo. The property name, address, date of photos, and application part (i.e., Part 1, Part 2, Part 3, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and a descriptive caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in the dining room, north wall). The Photo Key must be a separate PDF file. See Documentation Requirements
      i. Individual Photo Files: NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG and TIFF file formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**: Electronic Submission of Certification Applications
   c. Architectural Plans and Drawings: Architectural plans and drawings must be flattened and submitted as PDFs in order to reduce file size and facilitate faster uploading/downloading.  Plans of existing and proposed conditions should be submitted as separate files.
      i. In order to flatten an electronic file of architectural plans, select the "Print" function, then select "Adobe PDF" as the printer, and save the file.
   d. ***New Submission Requirement*** Transmittal Log: include a list of all individual files being submitted in the application. See Electronic Submission of Certification Applications)

5. Name and organize all electronic application files according to the **Electronic File Format Standards and Naming Conventions**: Electronic Submission of Certification Applications.

6. For Part 1, Part 2, Part 3 applications and amendments, you will submit the files to the SHPO using its required process; the SHPO will forward the electronic application to NPS for review.
   a. See NPS Webpage with links to SHPO landing pages for additional information: Contact a State Historic Preservation Office

7. Once applications have been received by NPS, should the application need to be placed on hold for additional information or changes to the project, you will be contacted by the NPS reviewer to notify you that the project has been placed on hold.  NPS will then separately send a link to a project-specific folder on the dedicated HPCA SharePoint site for you to upload the additional information when available. You and your project contact, if any, are the only individuals outside of NPS with access to this folder. For information on submitting Additional Information requested by NPS, please see **Applicant & Project Contact Instructions for Uploading Documents**: Electronic Submission of Certification Applications