



2011 ADDA Applications

**Most ADDA Applications and Forms
are being produced with
Adobe Acrobat 10**

**Adobe 9 or 10 Reader will be required
to complete and submit forms electronically.
Download the correct reader from this website**

<http://www.adobe.com/products/reader>

APPLICATIONS ARE **NOT REQUIRED TO BE SUBMITTED ELECTRONICALLY**

You may fill out the application by hand or
fill out the application electronically, hand sign and send as a
Scanned Image, Fax or paper copy through a Delivery Service

How to submit Application with Electronic Signatures

- 1. If the application has only 1(one) signature required**
 - a. Follow the directions on creating an electronic signature.**
 - b. Insert the signature in the required area**
 - c. Save the document**
 - d. Send to the email address as an attachment**

- 2. If the application requires 2 (two) signatures**

Each must be done separately

 - a. After you complete items 1a, 1b and 1c**
 - b. Reopen the document and add the second signature**
 - c. Save the document**
 - d. Send to the email address as an attachment**