

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES**  
TITLE 2. ADMINISTRATION. DIVISION 2. FINANCIAL ADMINISTRATION  
CALIFORNIA CODE OF REGULATIONS

**NOTICE OF PROPOSED RULEMAKING**

The Department of General Services (Department) proposes to adopt the proposed regulation described below after considering all comments, objections, and recommendations regarding the proposed action.

**PUBLIC HEARING**

The Department has not scheduled a public hearing on this proposed action. However, the Department will hold a hearing, pursuant to Government Code section 11346.8, if it receives written request for a public hearing from any interested person, or their authorized representative, no later than 15 days before the close of the written comment period. A hearing may be requested by making such request in writing addressed to the individuals listed under "Contact Person" in this Notice.

**WRITTEN COMMENT PERIOD**

Written comments to proposed regulations, including those sent by mail or email to the addresses listed under "Contact Person" in this Notice, must be received by the Department at its office no later than **5:00 pm on April 1, 2026**.

**AUTHORITY AND REFERENCE**

Government Code sections 14600, 14605, 14771(a)(9) authorizes DGS to adopt these proposed regulations. The proposed regulations implement, interpret, and make specific sections 14770, 14771, 14772, and 14775 of the Government Code.

**INFORMATIVE DIGEST/POLICY STATEMENT OVERVIEW**

Summary of Existing Laws and Effect of the Proposed Action

The Department provides, per Government Code section 14600, centralized services and serves as the business manager for the state departments and Agencies. (All references herein are to the Government Code unless otherwise indicated.) Section 14605 authorizes the director of the Department to "perform all duties, exercise all powers and jurisdiction, assume and discharge all responsibilities, and carry out and effect all purposes vested by in the office."

Section 14770 establishes the Forms Management Center within the Department for the orderly design, implementation, and maintenance of a Statewide Forms Management Program. Section 14771(a)(9) authorizes the director to develop and promulgate rules and standards to implement the overall purposes of section 14771. Section 14771(a)(2) requires the director to coordinate common administrative usage for Forms and establish a basic state design and specification criteria to achieve the standardization of Public-Use Forms. Section 14771(a)(4) requires the director to “establish and supervise control procedures to prevent the undue creation and reproduction of Public-Use Forms.” The Department must conduct periodic evaluations of the Forms management practices of individual state Agencies pursuant to Section 14771(a)(8). Section 14772 require Agencies to “appoint a Forms Management Representative and provide necessary assistance to implement the State Forms Management Program within the Agency.”

The regulations proposed in this rulemaking action proposes to clarify and make specific Sections 14471 to 14475 for use of Electronic Signature clarifications. and to promote efficient, effective processing of Forms. The Department is proposing adopting the following regulations:

- §1896.460 Electronic Signatures for Forms Management: The proposed regulation makes complying with statutory requirements related to Electronic Signatures more straightforward and brings to the forefront the parameters and create criteria to ensure Electronic Signatures are considered valid, secure, and compliant.

## **ANTICIPATED BENEFITS OF THE PROPOSED REGULATION**

The broad objectives of the regulation is to provide ease doing business with the state by encouraging the use of electronic Forms and Electronic Signatures; and lessen confusion with existing regulations on use of Electronic Signatures and advanced technologies.

The proposed regulations offer the following benefits:

- Increases innovation, transferability, and efficiencies
- Enables state Agency staff to conduct transactions electronically (if applicable), to accept Electronic Signatures by other parties, and to sign agreements on the Agency's behalf by using an Electronic Signature
- Reduces the confusion current regulations have on the use of Electronic Signatures

- Implements procedures to address accurate identification, authentication, authorization, and accountability of Electronic Signatures to make doing business with the State easier
- Streamlines and improves processes for Electronic Signatures, for business efficiency
- Saves state resources by removing the need for printing, processing, and mailing documents with the ability to sign documents electronically

## **CONSISTENCY EVALUATION**

DGS has determined that these proposed regulations are not inconsistent or incompatible with existing regulations. The Department reviewed the following state regulations regarding Electronic Signatures and digital signature:

- Digital Signatures, Cal. Code Regs., tit. 2, §§ 22000 – 22005
- Electronic Applications and Electronic Signatures, Cal. Code Regs., tit. 5, §54300

After conducting a review for any regulations that would relate to or affect this area, the Department has concluded that the proposed action is not inconsistent or incompatible with existing state regulations. There is no existing comparable federal regulation or statute that this rulemaking action would impact.

## **DISCLOSURES REGARDING THE PROPOSED ACTION / RESULTS OF THE ECONOMIC IMPACT ANALYSIS**

The Department has made the following initial determinations:

Mandate on local Agencies and school districts: None.

Cost or savings to any state Agency: None.

Cost to any local Agency or school district which must be reimbursed in accordance with Government Code sections 17500 through 17630: None.

Cost or savings in federal funding to the state: None.

Significant, statewide adverse economic impact directly affecting business including the ability of California businesses to compete with businesses in other states: None.

Cost impacts on a representative private person or business:

The Department is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Significant effect on housing cost: None.

Small Business Determination:

The Department has made an initial determination that the proposed regulatory action will have no effect on small business. These regulations make complying with statutory requirements related to Forms and Electronic Signatures more straightforward. These regulations should have a positive impact on small businesses that provide Electronic Signature services as they may see an increase in demand for such services. Small businesses that use Electronic Signatures to communicate and/or do business with state Agencies should also be positively impacted as they should see a reduction in time when signing contracts and/or completing Forms.

Other non-discretionary cost or savings imposed on local agencies: None

## **RESULTS OF THE ECONOMIC IMPACT ASSESSMENT**

Adoption of this regulation will not:

- (1) create jobs within California;
  - (2) eliminate jobs within California;
  - (3) create new businesses within California;
  - (4) eliminate businesses within California;
  - (5) affect the expansion of businesses currently doing business within California;
- or
- (6) affect benefits the health and welfare of California residents, worker safety, and the state's environment.

This regulation makes complying with statutory requirements related to Forms and Electronic Signatures more straightforward. The Department believes there may be minimal benefit to the environment by expressly permitting Electronic Signatures which may save paper.

## **CONSIDERATION OF ALTERNATIVES**

In accordance with Government Code section 11346.5, subdivision (a)(13), DGS must determine that no reasonable alternative it considered or that has otherwise been identified and brought to the attention of the department would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed

action, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

The Department invites interested persons to present statements or arguments with respect to alternatives to the proposed regulations during the written comment period.

### **AVAILABILITY OF INITIAL STATEMENT OF REASONS, TEXT OF PROPOSED REGULATIONS, AND RULEMAKING FILE**

The Department will have the entire rulemaking file available for inspection and copying throughout the rulemaking process at its office at the address set forth below.

As of the date this notice is published in the Notice Register, the rulemaking file consists of this notice, the proposed text of the regulations, any document incorporated by reference, the initial statement of reasons, and all the information upon which the proposal is based. Copies may be obtained upon request from the Department contact or by accessing the Department website listed below.

### **AVAILABILITY OF CHANGED OR MODIFIED TEXT**

After considering all timely and relevant comments and holding a hearing, if requested, the Department may adopt the proposed regulations substantially as described in this notice. If the Department makes modifications which are sufficiently related to the originally proposed text, it will make the modified text (with the changes clearly indicated) available to the public for at least 15 days before the Department adopts the regulations as revised. Please send requests for copies of any modified regulations to the attention of Statewide Forms Manager indicated below. The Department will accept written comments on the modified regulations for 15 days after the date on which they are made available.

### **AVAILABILITY OF THE FINAL STATEMENT OF REASONS**

Upon its completion, the Department will make copies of the Final Statement of Reasons available. Please send requests for copies to the contact persons listed below.

### **CONTACT PERSONS**

Inquiries concerning the proposed rulemaking action may be directed to:

Candice Christopherson  
Statewide Forms Manager  
Department of General Services  
Office of Training and Administrative Services  
707 Third Street,  
West Sacramento, CA 95605  
Telephone: (279) 946-8014  
Email: FormsManagement@dgs.ca.gov

The backup contact person for these inquiries is:

Reginald Martinez  
Section Chief  
Department of General Services  
Enterprise Planning and InClusiveness  
707 Third Street,  
West Sacramento, CA 95605  
Telephone: (279)799-3944  
Email: Reginald.Martinez@dgs.ca.gov

Please direct requests for copies of the proposed text (the "express terms") of the regulations, the initial statement of reasons, the modified text of the regulations, if any, or other information upon which the rulemaking is based to the contacts listed above.

#### **AVAILABILITY OF DOCUMENTS ON THE INTERNET**

Copies of the Notice of the Proposed Action, the Initial Statement of Reasons, and the text of the regulations can be accessed through the Department website at <https://www.dgs.ca.gov/Resources/Statewide-Forms>