



**City of Lathrop  
Building Department**

# MUSD SCHOOL FORMS UPLOAD REQUIREMENTS

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## THE FOLLOWING IS A SET OF REQUIREMENTS FOR MANTECA UNIFIED SCHOOL DISTRICT CERTIFICATE OF COMPLIANCE FORMS

In compliance with Education Code §17620(b), the City of Lathrop Building Department upholds its responsibility to collect and complete the City-Specific Section of Certificate of Compliance Forms (School Forms), as well as ensure payment of Developer Fees to the local School Districts before issuance of any Building Permit, subject to Developer Fees.

Specific to **Manteca Unified School District (MUSD)**, School Forms are to be completed using their official fillable PDF. The fillable PDF can be found in the Building Department Applications and Forms, as well as on the MUSD website. Digital Signatures are required on these forms, however due to an abundance of Non-Compliant School Forms continuing to be submitted to the Building Department, there is now requirements that need to be followed when uploading these forms.

When School Forms are uploaded to the City of Lathrop Civic Access Portal (LCAP), the form's fillable fields are locked out, due to file flattening, and are unable to be edited. This is not compliant with MUSD requirements, as the City and the School District have fields and Signatures to input as well. This is due to how Digital Signatures are configured by the Applicant, which can be modified to comply with MUSD.

Digital Signatures should be configured to include **Encryption**, which maintains the original form integrity, and prevents fillable fields from locking out. To avoid non-compliance, please follow these requirements below.

## SCHOOL FORM REQUIREMENTS:

### WHEN SIGNING SCHOOL FORMS, FOLLOW THIS ONE-TIME SETTING:

1. Click “Configure New Digital ID”, instead of using current signatures.
2. Select “Create a new Digital ID”.
3. “Save to File” is recommended, as Windows Certification Store is not tested.
4. Complete Form with all the required information.
5. Change the dropdown of the last field, “Use Digital ID for”:
  - a. From “Digital Signature”
  - b. To “Digital Signature with Data Encryption”
6. Click “Continue”.
7. Create a New Password. This password will need to be entered for every Digital Signature.
  - a. If a pop-up dialog box saying: “A Digital ID File with this name already exists. Would you like to replace the existing file?”
    - i. Replace Current Signature
8. Do not “Lock” Document after signing.
9. Type in Password and click “Sign”.
10. Save the File.
11. Upload to the online portal, LCAP.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

(Windows Digital ID)  
Issued by: [REDACTED] Expires: 2027.05.31

[View Details](#) [Refresh](#)

[Configure New Digital ID](#) [Cancel](#) [Continue](#)

Create a new Digital ID

Create your self-signed Digital ID

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures and Data Encryption"/>

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