How to Electronically Sign the Authorization for Release of Information, NIH Form 527
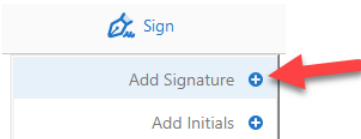
NOTE: PDF documents require the free Adobe Reader

Completing and Signing the Form
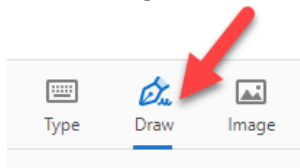
1. Download the form from https://clinicalcenter.nih.gov/participate/_pdf/NIH-527.pdf
2. Open the file using Adobe Reader

3. Click the [Fill & Sign] button on the right menu
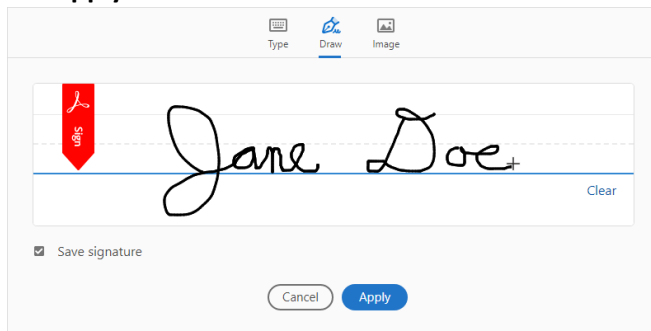   or from the main toolbar select **View -> Tools -> Fill & Sign -> Open**

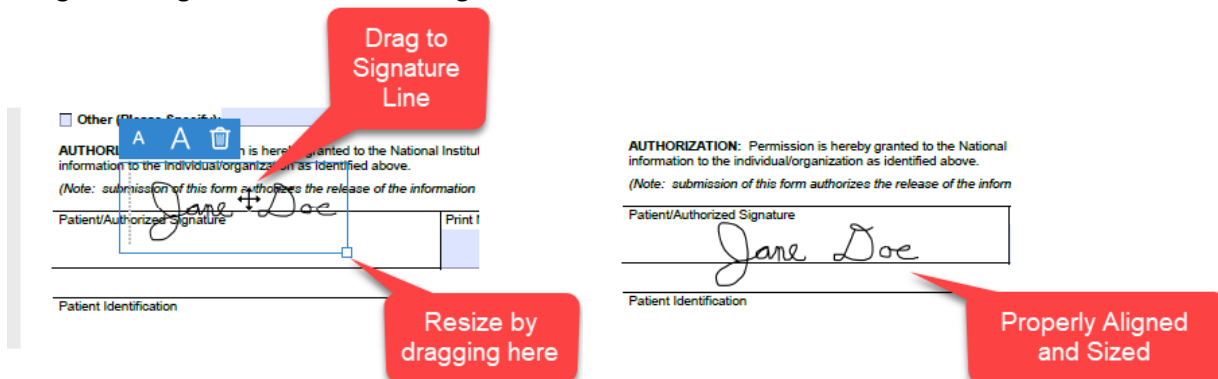4. Click the **Sign** button then select **Add Signature**

5. After the Signature window displays, click the **Draw** button

6. Hold down the left mouse button and then move the mouse to draw the signature (just as you would if you were signing with a pen), use the **Clear** button to start over as needed. When satisfied with the signature, click the **Apply** button.

7. The signature will show up on the form, drag the signature to the signature line position and resize as needed using the Sizing control in the lower right corner.

8. Your Signature is now complete
9. Once all other fields have been completed, save the file adding your Last Name and current date to the file name.
10. You can now submit your completed request