



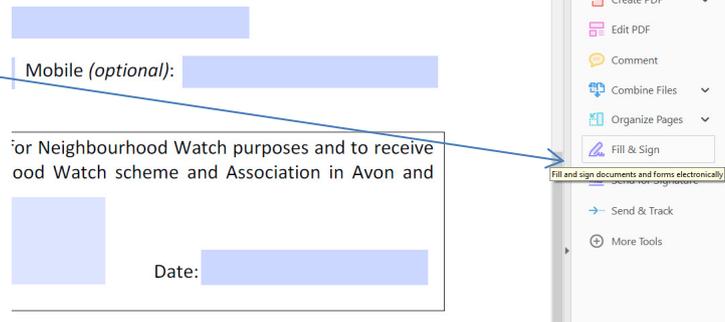
# HOW TO – Sign the ‘on-line’ NW Consent form

## INSTRUCTIONS:

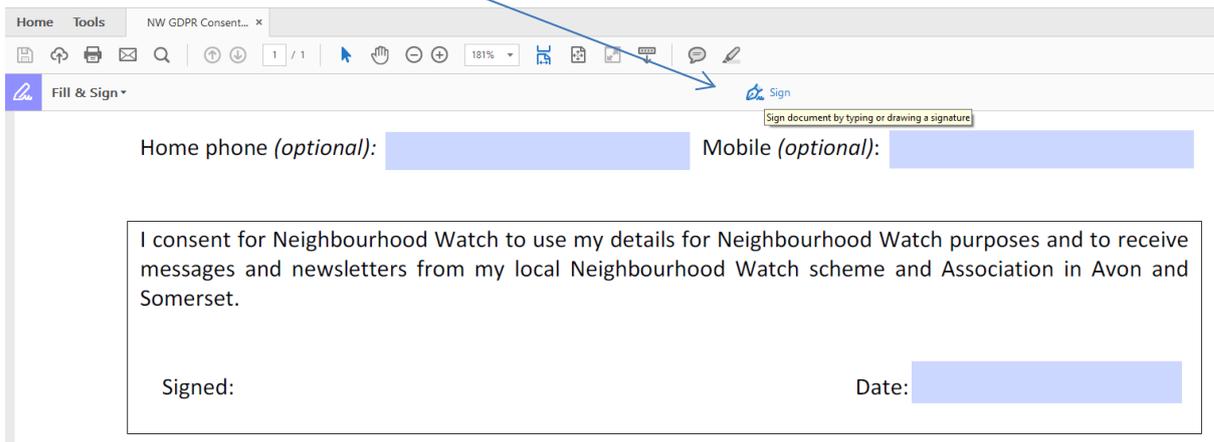
Signing an on-line form may be new to you – but it’s easy using Adobe Reader (which is FREE), using your PC or tablet.

### ON YOUR PC:

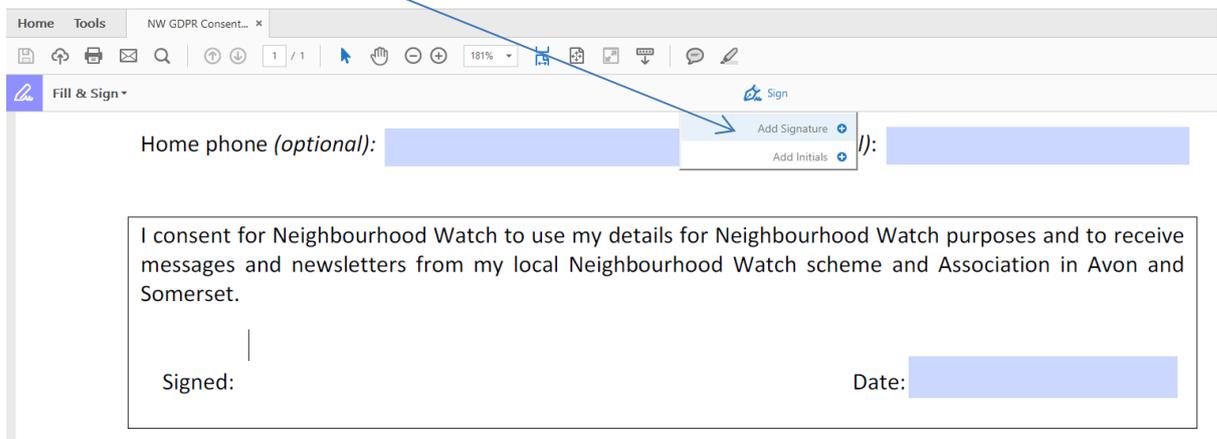
1. Click on the ‘Fill in and Sign’ option



2. Click on the ‘Sign’ option



3. Select ‘Add Signature’



4. Select 'Art' and sign your name using your mouse.



5. When you are ready, Click 'Apply' and position and size your signature.

6. Type in the rest of your details on the boxes provided.
7. Save the form with a new filename (eg. *NW consent John Smith.pdf*) so that your NW Co-ordinator/Lead can recognise it easily.
8. Sent/email a copy of your NW Consent form to the NW Co-ordinator/Lead using the email address provided by the at the bottom of the form:

*Example:*

If, in the future, you wish to update the details you have given above or have to your data removed from Neighbourhood Watch Scheme and Association records, please email;

Contact Line 1: **Sandy Lane NW Co-ordinator**

Contact Line 2: **sandylanewatch@gmail.com**

## ON YOUR TABLET:

1. Open the NW Consent form in Adobe Acrobat and select 'Freehand'

Address Line 2:

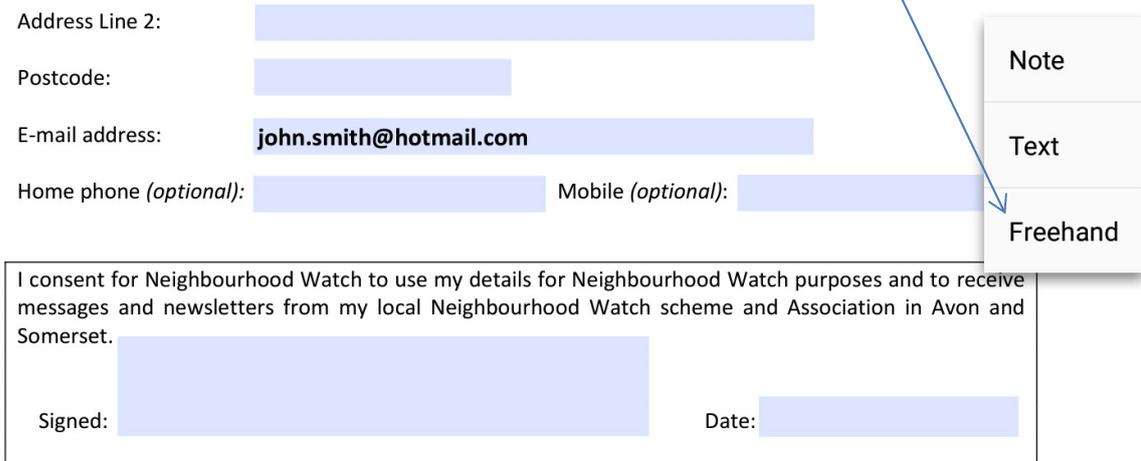
Postcode:

E-mail address: **john.smith@hotmail.com**

Home phone (optional):  Mobile (optional):

I consent for Neighbourhood Watch to use my details for Neighbourhood Watch purposes and to receive messages and newsletters from my local Neighbourhood Watch scheme and Association in Avon and Somerset.

Signed:  Date:



2. Using your stylus/pointer, sign your name using as much space as you wish;

E-mail address: **john.smith@hotmail.com**

Home phone (optional):  Mobile (optional):

I consent for Neighbourhood Watch to use my details for Neighbourhood Watch purposes and to receive messages and newsletters from my local Neighbourhood Watch scheme and Association in Avon and Somerset.

Signed: **John Smith** Date:



The information above will be used by your Neighbourhood Watch Scheme and Association for administration and communication of messages and information relevant to the work of Neighbourhood Watch. Information you give below **will not** be shared with anyone else or used for any other purpose without your explicit consent.

3. Click back to 'text', Click on your signature and use the tools to resize and position signature;

Coordinator/Association.

Title and full name: **JO**

Address Line 1: **10**

Address Line 2:

Postcode:

E-mail address: **jo**  **l.com**

Home phone (optional):  Mobile (optional):

I consent for Neighbourhood Watch to use my details for Neighbourhood Watch purposes and to receive messages and newsletters from my local Neighbourhood Watch scheme and Association in Avon and Somerset.

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