

Procedure for signing documents by visually impaired and blind persons in the Jagiellonian University

§ 1

1. When completing formalities, including signing documents by visually impaired or blind person, an attending officer should provide adequate support as well as explanations related to the undertaken activities.
2. Support and explanations referred to in paragraph 1 hereinabove shall particularly include:
 - a) current informing a visually impaired or blind person about activities undertaken by an attending officer in order to make the person feel comfortable and allow them react in an adequate manner,
 - b) warning a visually impaired or blind person prior to the intention of contact (e.g. by shaking hand or touching a shoulder),
 - c) providing space necessary for comfortable signing document.

§ 2

1. If documents are signed within presence of both a visually impaired or blind person and an attending officer, the attending officer shall read to the visually impaired or blind person the whole document which is required to be signed by the visually impaired or blind person.
2. A visually impaired or blind person shall sign required documents on their own, provided that an attending officer directs a finger of a visually impaired or blind person to the place of signature, informing the visually impaired or blind person about that fact in accordance with § 1 (2) (b) hereinabove.
3. If a document contains a space for signature, including a so called 'signature box', it should be used.

§ 3

1. Before documents signing, upon their motion, a visually impaired or blind should be provided with electronic version of these documents in order to make it possible to acknowledge their content. Sent documents cannot contain any personal data.
2. If documents were provided to a visually impaired or blind person in an electronic version in accordance with paragraph 1 hereinabove, it is not necessary for an attending officer to read a whole signed document (§ 2 (1)). In such situation an attending person informs a visually impaired or blind person which document from among those which were sent in an electronic version is signed in a particular moment. However, if a visually impaired or blind person asks for it, the document should be read.