

## eFiling: DOB Reference Number

The “DOB Reference Number” is a unique, randomly generated, number that appears on your eFiling documentation. Like a barcode scanner, this number enables the Buildings staff to quickly locate and file your eFiling application.

The DOB reference number has two distinct numbers, the root and the version number.

*DOB Reference Number: T00000021671-000003*

This is the “root” part of the number. It does not change no matter how many times you edit the application.

This is the “version” part of the number. It changes each time you make an edit to the application.

**Department Policy:** Every time you update an eFiling application, the version number will reflect such change. Because of this, when you file by using an eFiling application the version number of the hard copy application must reflect the latest version number in eFiling. An official filing record will not be accepted either as an eFiled application or as a manually prepared application if the version number in the system and the official filing record are not identical.

For the same reason, eFiling prepared applications displaying several different DOB Reference Numbers, or that are missing DOB Reference Numbers, will also not be accepted.

In addition, eFiling prepared applications with handwritten information on the form where eFiling normally populates information will not be accepted.

**Owner's Statement and Signature Page:** This is the only page where the version number will not be displayed with the root number. The original owner's statement page generated for that eFiling application by eFiling is the only page that may be reused and submitted, when information on other pages has changed. However, the owner's page cannot be reused if the change impacts the owner page itself.