

## Instructions for Getting an Editable Form 20

**Policy:** An editable Form 20 is required when applying for black belt ranks. It is not editable if either you or the Shufu Rank Registration Chair can't sign it electronically. The ramifications of not having an editable Form 20 by the second deadline is that your promotion request will be tabled until the next promotion.

**Procedure:** Instructions for getting a Form 20 that is editable:

A. Click on this link to open: [Form 20](#)

B. Browsers:

**Chrome:** in the top right corner of the page is an arrow pointing down with a line under it:



or . This is the download button. Click on it and proceed to Step C.

**Internet Edge,** no download button appears. Click **Ctrl P** and save as a pdf, then proceed to Step D.

C. Save the document to your computer as a PDF document. Then **close** the document.

D. Open Acrobat Reader. If you do not have it on your computer, obtain a free copy. Click on this link to open in a new tab: [Acrobat](#)

E. In Acrobat Reader, click on File > Open (or Menu > Open).

F. Navigate to where you saved the Form 20 in step C above.

G. Open the file.

H. Verify that the Form 20 is editable by checking if the "Signed" box on Page 1 and the "Signature" box on Page 9 are **blue**

**NEXT:** Proceed to the procedures entitled "[How to Fill Out the Form 20](#)", then "[Creating and Signing the Form 20 Electronically](#)" for the next steps.