

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

OFFICE SERVICES

CUSTODY AND USE OF THE DEPARTMENT SEAL AND USE OF
FACSIMILES OF THE SEAL AND THE DEPARTMENT'S LOGO

Transmittal Number 97-06 -- Date: 11/04/1996

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1. PURPOSE

This Guide provides policy and procedures concerning custody and use of the official Seal of the Department of Health and Human Services and use of facsimiles of the Seal and the Department's Logo.

2. DEFINITIONS

For the purpose of this Guide, the following definitions will apply.

1. **Department Seal.** The engraved likeness of the DHHS Seal used to create a raised impression on documents. The following is a facsimile of the Department Seal.



2. **Seal Press.** The equipment or instrument, containing the engraved likeness of the Seal, which is used to make the raised impression on the surface of the document.
3. **Facsimile of the Department Seal.** A likeness of the Seal reproduced by any method other than impressing.
4. **Department Logo.** The official emblem of the Department. The following is a facsimile of the Department Logo.



3. USE OF THE DEPARTMENT SEAL, FACSIMILES OF THE SEAL, AND THE DEPARTMENT LOGO

A. Seal. The Seal will be impressed only upon written authority of one of the officials designated in Staff Manual Guide FDA 1415.3, Authority to Certify True Copies and Use of Department Seal. It may be used to certify that a document is a true copy of a document on file in FDA and may also be used on agreements, awards, citations, and similar documents. All requests for exceptions must be forwarded to the Associate Commissioner for Management. Officials requesting certification of a document to be a true copy of a document on file in the Department must prepare a cover sheet on letterhead stationery. The cover sheet must:

1. Be typed in the approved format (see Attachment A).
2. Fully identify the material to be certified.
3. Be signed by an official authorized to certify true copies prior to submission for impression of the Seal.

B. Facsimiles of the Seal. A facsimile of the Department Seal may be used on inspectors' credentials, ID cards, building passes, forms, awards (service pins, cuff links, plaques, etc.), documents such as citations and certificates, signs on office doors of field facilities, parking permits, and parking stickers.

C. Logo. The Department Logo may be used for printing purposes (stationery, publications, posters, flyers, booklets, periodicals, etc.), and on exhibits and other public affairs related materials.

4. CUSTODY OF THE SEAL

- A. Seal presses must remain in the custody of officials authorized to certify true copies or in the custody of the person or activity in their organization designated as custodian of the Seal.
- B. Each authorized official must supply the custodian of his/her seal with a specimen of his/her signature.
- C. Seal presses must be kept in a secured area, locked file, or safe, when not in use.
- D. At Headquarters the designated custodians of the Seal are the Chief, Records Section (HFA-224), Parklawn, and the Chief, Metropolitan Office Services Section (HFA-216), FB-8. Seal presses are also located in FDA regional and district offices.



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Food and Drug Administration
Rockville, MD 20852

2 inch margin to
allow space for
impression of
the Seal

CERTIFICATE

Pursuant to the provisions of Rule 44 of the Federal Rules of Civil Procedure, I hereby certify that the attached document

(Identification of Document)

Is a true copy. A copy of said document is on file in the Food and Drug Administration of the Department of Health and Human Services, and is part of the official records of said Administration and Department.

In witness whereof, I have, pursuant to the provisions of Title 42, United States Code, Section 3505, and 21 CFR 2.121(d), hereto set my hand and caused the Seal of the Department of Health and Human Services to be affixed this _____ day of _____, 19__.

Name, Title
Organization

By direction of the Secretary of
Health and Human Services