

PARTS 1-2 [RESERVED]

PART 3—OFFICIAL SEAL

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- 3.1 Definitions.
- 3.2 Description.
- 3.3 Authority to affix seal.
- 3.4 Use of the seal.

AUTHORITY: 20 U.S.C. 3472 and 3485, unless otherwise noted.

SOURCE: 45 FR 86491, Dec. 31, 1980, unless otherwise noted.

§ 3.1 Definitions.

For the purposes of this part:

- (a) *ED* means all organizational units of the Department of Education.
- (b) *Embossing Seal* means a display of the form and content of the Official Seal made on a die so that the Seal can be embossed on paper or other media.
- (c) *Official Seal* means the original(s) of the Seal showing the exact form, content, and colors.
- (d) *Replica* means a copy of the Official Seal displaying the identical form, content, and colors.
- (e) *Reproduction* means a copy of the Official Seal displaying the form and content, reproduced in only one color.
- (f) *Secretary* means the Secretary of Education.

§ 3.2 Description.

The Official Seal of the Department of Education is described as follows: Standing upon a mound, an oak tree with black trunk and limbs and green foliage in front of a gold rising sun, issuing gold rays on a light blue disc, enclosed by a dark blue border with gold edges bearing the inscription “DEPARTMENT OF EDUCATION” above a star at either side of the words “UNITED STATES OF AMERICA” in smaller letters in the base; letters and stars in white. The Official Seal of the Department is modified when used in reproductions in black and white and when embossed. As so modified, it appears below.



§ 3.3 Authority to affix seal.

The Secretary and the Secretary's designees are authorized to affix the Official Seal, replicas, reproductions, and embossing seals to appropriate documents, certifications, and other material for all purposes as authorized by this section.

(Authority: 20 U.S.C. 3474)

§ 3.4 Use of the seal.

(a) Use by any person or organization outside of the Department may be made only with the Department's prior written approval.

(b) Requests by any person or organization outside of the Department for permission to use the Seal must be made in writing to Director of Public Affairs, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202, and must specify, in detail, the exact use to be made. Any permission granted applies only to the specific use for which it was granted and is not to be construed as permission for any other use.

(c) In regard to internal use, replicas may be used only:

- (1) For display in or adjacent to ED facilities, in Departmental auditoriums, presentation rooms, hearing rooms, lobbies, and public document rooms;

- (2) In offices of senior officials;

- (3) For official awards, certificates, medals, and plaques;

- (4) For electronic media, motion picture film, video tape and other audio-visual media prepared by or for ED and attributed thereto;

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- (5) On official publications which represent the achievements or mission of ED;
- (6) In non-ED facilities in connection with events and displays sponsored by ED, and public appearances of the Secretary or other senior ED officials; and
- (7) For other internal purposes as determined by the Director for Management;
 - (d) In regard to internal use, reproductions may be used only—
 - (1) On ED letterhead stationery;
 - (2) On official ED identification cards, security, and other approved credentials;
 - (3) On business cards for ED employees;
 - (4) On official ED signs;
 - (5) On official publications or graphics issued by and attributed to ED, or joint statements of ED with one or more other Federal agencies, State or local governments, or foreign governments;
 - (6) On official awards, certificates, and medals;
 - (7) On electronic media, motion picture film, video tape, and other audio-visual media prepared by or for ED and attributed thereto; and
 - (8) For other internal purposes as determined by the Director for Management.
 - (e) Embossing seals may be used only internally—
 - (1) On ED legal documents, including interagency or intergovernmental agreements, agreements with State or local governments, foreign patent applications, certification(s) of true copies, and similar documents;
 - (2) On official awards and certificates; and
 - (3) For other purposes as determined by the General Counsel or the Director for Management.
 - (f) Falsely making, forging, counterfeiting, mutilating, or altering the Official Seal, replicas, reproductions, or embossing seals, or knowingly using or possessing with fraudulent intent and altered official seal, replica, reproduction or embossing seal is punishable under 18 U.S.C. 506.
 - (g) Any person using the Official Seal, replicas, reproductions, or embossing seals in a manner inconsistent with the provisions of this part is sub-

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ject to the provisions of 18 U.S.C. 1017, which states penalties for the wrongful use of an Official Seal, and to other provisions of law as applicable.

[45 FR 86491, Dec. 31, 1980, as amended at 53 FR 4620, Feb. 17, 1988; 56 FR 65388, Dec. 16, 1991; 65 FR 57286, Sept. 22, 2000]

PART 4—SERVICE OF PROCESS

§ 4.1 Service of process required to be served on or delivered to Secretary.

Summons, complaints, subpoenas, and other process which are required to be served on or delivered to the Secretary of Education shall be delivered to the General Counsel or a Deputy General Counsel, by mail at 400 Maryland Avenue SW., Washington, DC 20202 or by personal service at that address. The persons above designated are authorized to accept service of such process.

(Authority: 5 U.S.C. 301)

[47 FR 16780, Apr. 20, 1982]

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