**R622. Lieutenant Governor, Administration.**

**R622-3. Use of the Great Seal of the State of Utah.**

**R622-3-1. Purpose.**

(1) The Great Seal of the State of Utah is a symbol of the sovereignty of this state, and its use denotes authenticity of official state government functions and authority. The Great Seal is a single mounted engraved plate, comprising form and content as described in Section 67-1a-8. The purpose of this rule is to define how the state will:

(a) manage the use and application of the Great Seal (the seal); and

(b) define criteria for its authorized application.

**R622-3-2. Primary Function of the Seal.**

(1) Since its conception, the seal has been employed for specific governmental applications within the state's executive, legislative, and judicial branches. The seal will be administered consistent with state law and policy, and its principal application shall be to authenticate or attest to:

(a) official documents which are authorized or required by statute; and

(b) other state documents having historic, civic, commemorative, or educational value or import.

(2) The seal's impression on a legal document shall require the lieutenant governor's signature to appear on the same page as, and in proximity thereto.

**R622-3-3. Custody and Use.**

Pursuant to Subsections 67-1a-2(1)(d) through (f) the lieutenant governor is the custodian of the Great Seal.

**R622-3-4. General Permitted Uses of the Seal.**

(1) The seal shall be permitted for use without the written authorization of the lieutenant governor, in the following circumstances:

(a) printings of replicas of the seal on official state letterhead, business cards, and stationery for agencies, entities, or officers of the state; and

(b) exhibition of permitted reproductions of the seal on state flags.

(2) The seal shall be permitted for use in the following circumstances upon describing and submitting a list of intended uses with the lieutenant governor's office to assure uniformity and continuity of use:

(a) application or display of replicas of the seal by state agencies and state political sub-divisions which delineate official state purposes, and by state elected officials in connection with their official state business;

(b) for educational and academic uses by schools, colleges and universities to convey information about official state functions;

(c) for use on a product or article offered to the public, for profit or without charge, through the Utah State Capitol gift shop; and

(d) such uses may not try to endorse, authenticate, recognize or promote persons or roles, or be part of administrative or promotional functions.

**R622-3-5. Prohibited Usage.**

(1) The seal, or replica, may not be committed for general use, including:

(a) for personal financial gain;

(b) for, or in connection with, any advertising or promotion of any product, business, organization, service, or article whether offered for sale, for profit or without charge, except as provided in Subsection R622-3-4(2)(c);

(c) in a political campaign, or in ways that may legitimize or assist to defeat another candidate for elective office; or

(d) to function, or be construed to function in any way, as an endorsement of any business, organization, product, service, or article.

(2) No symbol shall be used that imitates or appears similar to the seal in a way that intends to deceive, or is displayed in a manner that conveys improper use of the official Great Seal itself.

(3) When the seal is used, no mark, insignia, letter, word, figure, design, picture, or drawing of any nature may be placed upon the seal, or any part of it.

(4) A state agency, or an elected official, other than the lieutenant governor, may not authorize an individual or entity associated with a state agency or state elected official, to use the seal or replica for a commercial purpose whereby items will be distributed for sale, even though such purpose may include the providing of goods or services to the state.

(5) The seal may not be displayed in a manner which lessens or detracts from its dignity or impact.

**R622-3-6. Application for Use.**

(1) Persons or entities seeking permission to use the seal or replica, excepting uses outlined in Section R622-3-4, will complete and file a legible application with the lieutenant governor, on a form provided by that office, which shall include:

(a) a specific description of the intended usage involving the Great Seal of the State of Utah, or replica of the seal;

(b) the payment of a non-refundable administrative filing fee in the amount of $5; and

(c) a precise description and specification of the product or item to bear the seal, or replica, in the form of an architectural drawing, engineering draft-to-scale, brochure, or lucid photograph or computer-graphic.

(2) The application and supporting documents shall become the property of the lieutenant governor's office.

(3) Upon approval of a complete application, the applicant shall be issued a certificate bearing an identification number, by the lieutenant governor, which shall be kept by the applicant on file for four years following use of the seal. State agencies and entities which use the state seal or replica for official state functions have no application or fee requirement.

(4) An application may be denied for:

(a) failure to comply with relevant statutes or this rule;

(b) failure to include the required fee; or

(c) if the intended use is found to be detrimental to the image of the state and not in its best interest.

**R622-3-7. Revocation of Approved Applications.**

The lieutenant governor may revoke any prior approved usage if it is determined that the seal is being used improperly, if the actual use differs from the intended use as described on the application, or if false or inaccurate information was used to gain approval.

**R622-3-8. Enforcement.**

(1) Pursuant to Section 67-1a-7, except as otherwise provided by law, only the lieutenant governor, or the lieutenant governor's designee, may use or affix the seal to a document in pursuance of law. If any person illegally uses the seal, or such seal when defaced, the state may refer such criminal violations to an appropriate prosecuting authority.

(2) Under the provisions of Section 76-6-501 the state may seek redress against a person, or persons, who impermissibly replicate the seal as a forgery. A person or entity employing the seal, or a replica, with the intent to defraud or imply that the presence of the seal or replica appeared by permission of the state, or whose presentation of the seal denigrates its ability to authenticate by proper state authority, may be referred to an appropriate prosecuting authority.

**KEY: Great Seal**

**Date of Last Change: May 31, 2024**

**Authorizing, and Implemented or Interpreted Law: 67-1a-7; 67-1a-2; 76-6-501**