

CHAPTER 1-20

USE OF DEPARTMENT AND PRINCIPAL OPERATING COMPONENT SEALS

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1-20-00 PURPOSE AND SCOPE

This chapter provides policies and procedures concerning the use of the Department and Public Health Service seals. It does not apply to the use of flags and uniforms on which replicas of the seals have already been affixed.

1-20-10 GENERAL POLICY

- A. The Department and Public Health Service seals shall be used only as provided in this chapter, **unless** an exception has been granted **by** the Assistant Secretary for Management and Budget. Requests for such exceptions must show that the intended **use** of the seals is in the best interests of the Department.
- B. No other principal operating component seal shall be adopted, **and the use** of existing seals shall **be** limited as indicated in this Chapter.

1-20-20 DEPARTMENT SEAL

- A. Legal Authority. The Secretary, Department of Health, Education, and Welfare is authorized to adopt an official seal by 42 U.S.C. 3505. The Department seal was approved by the President by Executive Order 10510 of **December 17, 1953**. The following is **the** Department Seal:



- B. Description of Seal. E.O. 10510 describes the Department Seal in heraldic terms as follows:

SHIELD: Argent an open book with sanguine binding charged overall with a staff of Aesculapius paleways within an annulet of chain all proper.

CREST: On a wreath argent and sanguine an American bald eagle displayed and wings partially inverted proper.

Below the shield a white scroll inscribed with the motto "SPES ANCHORA VITAE" in black letters, all on a circular sanguine background within a white band, inner edge white, outer edge sanguine, and inscribed "DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE U.S.A."

- C. Custody of the Seal. One official seal of the Department, including the die and the press, shall remain in the custody of the Director, Office of Management Services, Office of the Secretary. Duplicate seals, including dies and presses, shall remain in the custody of those officials designated in Exhibit X1-20-2 and their delegates. Department seal presses shall be locked when not in use.

D. Use of the Seal

1. The Department seal may be used to certify that a document is a true copy of a document on file in the Department and it may also be used on agreements, awards, citations, diplomas, and similar documents.
 2. When an authorized official certifies a document to be a true copy of a document on file in the Department, he or she shall do so by causing the impression of the Department seal to be affixed to a "certification" form which shall be the top cover sheet of the copy being certified. Form HEW-347 (see Exhibit X1-20-1) has been designated for this purpose.
 3. Documents shall be appropriately signed before being presented for impression.
 4. Each authorized official and his or her delegates shall furnish to the supervisor of the activity having custody of their seal, a specimen of their signature.
- E. Use of Facsimiles of the Department Seal. A facsimile of the Department Seal may be used: (1) to embellish publications or other informational media, (2) to embellish administrative

media, forms, and stationery, or (3) otherwise as an embellishment. On publications and other public information materials, the Office of Assistant Secretary for Public Affairs shall determine whether proposed use of seals is proper.

1-20-30 PUBLIC HEALTH SERVICE SEAL

- A. Authority. The Public Health Service Seal was adopted administratively prior to the Department Seal. Limited use of this seal is still authorized in accordance with established custom. New uses of this seal are not authorized in the interest of establishing the Department Seal as the official insignia of the Department and its principal operating components. The following is the Public Health Service Seal:



- B. Use of the Official Seal. The Public Health Service Seal may be impressed on certificates of sanitation, foreign quarantine immunization certificates, and certificates designed exclusively for the Commissioned Corps, provided they also bear the name of the Department.
- C. Use of Facsimiles of the Public Health Service Seal. Facsimiles of the Public Health Service Seal may be used on agency-level awards certificates and on certificates, recruitment literature and exhibits developed for the Commissioned Corps. It may also be used on foreign quarantine immunization certificates and national health survey program forms which are given to the public, provided all of these bear the name of the Department. Facsimiles of the Public Health Service Seal shall not be used on stationery or forms other than those specified.

1-20-40 RETIRED SEALS

The seals of the Office of Education and the Social Security Administration have been retired and their use is no longer authorized.

UNITED STATES OF AMERICA

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

CERTIFICATION OF TRUE COPY

Pursuant to the provisions of 42 U.S.C. 3505 and the authority vested in me by delegation from the Secretary (F.R.), I hereby certify that the annexed are true copies of the documents on file in the Department of Health, Education, and Welfare.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Department of Health, Education, and Welfare to be affixed.

on this _____ day of
_____ 19 ____.

43 FR 58870-71, 12/18/78

Office of the Secretary

ASSISTANT SECRETARY **FOR MANAGEMENT AND BUDGET**

Delegation of Authority To Certify True Copies and Affix the Department Seal

By the authority vested in me as Secretary, I hereby delegate to the Assistant Secretary for Management and Budget the authority to: Certify true copies of **any** books, records, papers, or other documents on **file** within the Department; or extracts from such; certify that copies are true copies of the entire **file** of the *Department*; **certify** the complete, original **record**; **certify** the *nonexistence* of records on **file** within the Department; and cause the seal of the Department **to be affixed** to such certifications.

I also delegate to the Assistant Secretary for Management and Budget authority to cause the seal of the Department to be affixed to agreements, awards, citations, diplomas and similar documents.

This delegation supersedes the previous delegation of this authority approved by the Secretary on October 22, 1969 and published at 34 FR 17346, October 25, 1969. Redelegation under the previous authority shall remain in effect until superseded by new delegations.

This delegation is effective immediately and **may be redelegated**.

Dated: November 2, 1978.

**JOSEPH A. CALIFANO, Jr.,
Secretary.**

[FR Doc. 78-35076 Wed 12-15-78; 8:45 am]

44 FR 1473, 1/5/79

REDELEGATION OF AUTHORITY TO CERTIFY TRUE COPIES

NOTE.—This document is republished with corrections, from the Issue of Monday, December 18, 1978, page 58871.

Under the authority vested in me by the **Secretary**:

1. I hereby redelegate to the **following the authority** to certify true copies of **any** books, records, papers, or other documents on file within the **Department**, or extracts from **such**, to **certify** that true **copies** are true copies of the entire **file** of the *Department*, to **certify** the complete original record or to **certify** the nonexistence of records on **file within** the Department, and to cause the Seal of the **Department to be affixed** to such certifications.

These same officials are authorized to -- **the Seal to be Affixed to agreements, awards citations, diplomas, and** similar documents.

44 FR 1473, 1/5/79

To whom delegated	Area of authority
General Counsel.....	Department
Director, Office of Management Services, Office of the Secretary.	Office of the Secretary
Administrator, Health Care Financing Administration.	Health Care Financing Administration
Assistant Secretary for Education.	Education Division
Commissioner of Social Security.	Social Security Administration
Assistant Secretary for Human Development Services.	Office of Human Development Services
Assistant Secretary for Health.	Public Health Service
Director, Office of Child Support Enforcement.	Office of Child Support Enforcement

This authority may be redelegated.

2. I also redelegate to the Civil Rights Hearing Clerk, Office of the **Assistant Secretary or Personnel Administration**, the authority as official **custodian** of the files in all matters pertaining to compliance proceedings **under Title VI of the Civil Rights Act** and as such custodian the **authority to certify** true copies of **any books, records, papers, or** other documents of the Department pertaining to such matters and to **certify** extracts from **any such books, records, papers, or** other documents on **file** within the Department **as** true extracts and to **certify** that true copies are true copies of the entire file of the Department in **any such** matters, and to cause the **Seal** of the Department to be affixed to such certifications. This authority may not be **redelegated**.

3. The above **redelegations** supersede the redelegations made under previous authority (**34 FR 18049-50** dated 11/7/89 and **35 FR 16384**, dated 10/20/70). Further redelegations made under the aforementioned redelegation of authority shall remain in effect until **appropriate** new redelegations are made.

Dated: December 1, 1978.

**FREDERICK M. BOHEN, .
Assistant Secretary
for Management and Budget**

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