



Guidelines for Using Self Check Trademark

What is the Purpose of These Guidelines?

U.S. Department of Homeland Security (DHS) has adopted and is using in commerce the Self Check trademarks (Marks). DHS has filed for registration of the Marks with the U.S. Patent & Trademark Office.

No entity may use the Marks without the express written consent of DHS/USCIS after submitting the prescribed, attached License Application by which it agrees to comply with the following terms and conditions:

Use of Self Check Mark(s)

1. The Mark(s) is available for use by applicants who submit a representative sample, the License Application, requesting permission and a license to use the Marks in accordance with the terms and conditions of these Guidelines.
2. The applicant requesting permission to use the Marks must be a legitimate Trade association, or federal, state, local government agency whose sole purpose is to promote the Self Check program via website or marketing promotional items as brochures or presentations.
3. The attached License Application form must be completed, and forwarded together with any other relevant information, by fax or e-mail to the address noted on the form.
4. The Licensee shall not use the Marks in a domain name or meta tag.
5. The Licensee shall use the Marks only in ways that reflect the Licensee's promotion of the Self Check Program but does not create an appearance of Government endorsement or affiliation between the Licensee with DHS or USCIS.
6. The Licensee shall direct through their use of the logo to the Self Check Web site with a direct link to www.uscis.gov/everifyselfcheck.

Quality Control

1. Licensee agrees that DHS/USCIS will have the right at all reasonable times to inspect the Licensee's promotional activities employing the Marks to ensure the Licensee's use of the Marks is of proper quality and otherwise consistent with these guidelines.
2. Licensee agrees to use the digitized image files that will be provided by USCIS. If Licensee does not have the resources to reproduce the Marks from an image file, USCIS will provide appropriate image(s) upon reasonable request at no cost to the applicant.

3. Licensee agrees not to use photocopies, other printed materials, or scanned images as a source of the Marks. Licensee will assure that the Mark(s) is not distorted or re-sized and that there will be sufficient contrast between the Marks and its background.

4. Licensee agrees that it will not use the Marks in a disparaging manner, or one that subjects the Self Check Program, USCIS, or DHS to disrepute.

5. Licensee agrees to include the registration symbol "™" with the Marks and shall, where possible, include the statement - "Self Check™ is a trademark of U.S. Department of Homeland Security."

Authorizations and Sub-Licenses

1. Licensee shall not sell any items containing the Marks.
2. Licensee shall not transfer any portion of or grant a sub-license in this License.
3. Any attempt by Licensee to authorize others to use any portion of this License or to grant a sub-license shall be deemed a breach of this License. Licensee's breach of any of the terms and conditions of this License shall be cause for early termination of this License.

Duration and Termination

1. This license shall terminate in 2 years of the date of the signed permission to use the Marks. The License may be extended by mutual agreement of DHS/USCIS and Licensee for a reasonable amount of time thereafter.
2. Sale of any items containing the Marks shall result in automatic termination of the permission granted under this Agreement.

Right of Refusal

A License Application may be denied for, but not limited to, the following reasons: not qualifying for any of the conditions outlined under number 2 in headed titled Use of Self Check Mark(s); usage of the logo on items for sale; usage of the logo on website or other materials that misrepresent the Self Check Program; and usage of the logo in a manner that conveys a transfer of power or authority from the U.S. Government, DHS, or USCIS to the applicant.

Please complete this Self Check trademark (Marks) License Application Form and return it to:

uscis.verlogo@dhs.gov or fax (202) 443-0175



LICENSE APPLICATION FOR USE OF THE SELF CHECK™ TRADEMARK

Type of Requestor (Choose A or B):

A. Trade Association Name:

B. Government Entity Name:

How will The Marks be applied? (Check all that apply):

Website

Public Presentations

Brochures/Flyers/Programs

Please provide a representative sample of each application of the Marks prior to approval.

Please provide website address below:

Explain your intended use of the Self Check™ trademarks:

Term of License

- (a) This License is subject to all the terms and conditions of the "Guidelines for Using Self Check™ Trademark."
(b) This License is in effect for two years of the date of the signed permission to use the Marks, unless, extended, revoked, or terminated.
(c) This License may be extended by mutual written agreement between the Licensee and USCIS. Any extension signed by all parties to the original agreement is effective on the date that all required parties have signed the extension.
(d) The License is not effective until it has been approved and signed by an appropriate USCIS official.

I have read and understand the Guidelines for Use of the Self Check™ Trademark and am authorized to agree to abide by those Guidelines as a condition of a license to use the Marks.

USCIS Official

Licensee Name

USCIS Official Signature

Licensee Signature

Date

Date

Please return this completed Self Check Trademark License to uscis.verlogo@dhs.gov or fax to (202) 443-0175