

PROPOSED REVISIONS

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 2.07.03
		Date: 5/11/87
		Approved By: BCC Revised: 3/11/97; 6/27/06
Title: USE OF COUNTY SEALS AND LOGOS		Page 1 of 3

I. POLICY

The Orange County Board of County Commissioners (BCC) has adopted an official seal of the BCC and an official seal of the Orange County Mayor (Mayor). The BCC has also adopted certain visual designs as the official Orange County logos. The use of these seals and logos is strictly limited to official use by elected officials and employees of the County as authorized in this Regulation and Section 2-3 of the Orange County Code, and the County's Brand Guidelines. Any other use of County seals or logos ~~contrary to Section 2-3 or this Regulation~~ is strictly prohibited. This policy applies to all departments under the jurisdiction of the BCC unless they have been granted an exemption by the Office of Communications Director Division Manager or designated staff designee.

II. PROCEDURES

A. **BCC SEAL.** Application of the BCC seal signifies the approval, authorization, acceptance, enactment, or execution by the BCC of a document of legal significance. The County Comptroller and his or her deputy clerk may consult with the County Attorney if and when any uncertainty arises as to whether use of the BCC seal is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the BCC seal are as follows:

1. The BCC seal may be used in stamped or embossed forms, or in other printed forms, only where approved directly or indirectly by the BCC.

2. Once a document is approved by the BCC, the BCC seal shall be applied only at the direction of the County Comptroller as the Clerk of the BCC.

3. Individual County Commissioners, the Mayor, designated aides, secretaries or assistants shall not apply the BCC seal in stamped or embossed form. However, the BCC, individual County Commissioners, or such aides, ~~secretaries~~ or assistants as they may designate, are granted the exclusive use of the BCC seal in other permissible formats, which may from time to time, be used as a symbol of the office and authority of the BCC.



ORANGE COUNTY ADMINISTRATIVE REGULATIONS

No.: 2.07.03

Page 2 of 3

These permissible formats of the BCC seal include, but are not limited to, the following: printing, drawing, graphic presentation, electronic reproduction, manufacture, display, or other use whether by traditional means and media or electronically ~~or by facsimile~~.

4. **MAYOR'S SEAL.** Application of the Mayor's seal signifies action taken by the Mayor regarding a document of unusual importance. The Mayor may consult the County Attorney if and when any uncertainty arises as to whether use of the Mayor's seal is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the Mayor's seal are as follows:

5. The Mayor's seal may be used in stamped or embossed forms, or in other printed forms exclusively by the Mayor and by the Mayor's staff delegated to use the seal on behalf of the Mayor.

6. The Mayor's seal may also be used in other permissible formats that are produced for the exclusive use of the Mayor or aides, ~~secretaries~~ or assistants designated by the Mayor as a symbol of the Mayor's office and authority of the Mayor. These permissible formats of the Mayor's seal include, but are not limited to the following: printing, drawing, graphic presentation, electronic reproduction, manufacture, display, or other uses ~~whether by traditional or electronic means and media or electronically or by facsimile~~.

7. The Mayor and designated staff shall not use the seal for execution of documents approved by the BCC.

B. **COUNTY LOGOS.** Officials, employees, divisions, and departments shall use the official Orange County logo on all ~~letterheads~~ ~~stationery~~, and other official publications originating from their respective offices. A ~~Print Standards Manual~~ ~~Brand Guidelines~~, for use of the logo, shall be distributed to all departments for guidance on the proper uses of the logo. Any official, employee, division or department may consult the County Attorney if and when any uncertainty arises as to whether use of the Orange County logo is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the logo are as follows:

1. Each Department Director and Division Manager is responsible for making sure that the official logo is used on any publications originating in his or her office. ~~Slicks and/or disks of~~ ~~T~~he official logo may be ~~obtained~~ ~~requested~~ from Orange County Graphics (Graphics). Email by emailing Graphics@ocfl.net.

2. Officials, employees, divisions and departments should use the logo "as is."



ORANGE COUNTY ADMINISTRATIVE REGULATIONS

No.: 2.07.03

Page 3 of 3

Under no circumstances may any person alter or deface the logo in any way. Before using a County logo, officials, employees, divisions and departments shall refer to the Print Standards Manual Brand Guidelines to review additional provisions and requirements relating to the use of the logo.The Brand Guidelines can be found on OrangeNet.

3.—If an external officer or agency not under the jurisdiction of the BCC desires to use the logo, permission must be sought and obtained from the Manager Director of the Office of Communications Division or designee before prior to making use of the logo. If permission is granted, Graphics will provide the necessary slicks and/or disks files.

3.

4.—Any department permitted to use its own logo, may not modify or replace that department logo without approval from the Office of Communications and the County Administrator.

4.

5.—Commissioners shall use the County logo on all marketing materials that are made or distributed using county funds or resources.

5.

6. -Any logo or design created or used for county purposes may not be used in any campaign-related activities or materials.

FOR MORE INFORMATION CONTACT: The Office of Communications Division

REFERENCES: Print Standards ManualBrand Guidelines; Orange County Code,
Section 2-3