



COMMONWEALTH of VIRGINIA

Department of Minority Business Enterprise

1111 East Main Street, Suite 300

Richmond, Virginia 23219



REQUEST FOR PERMISSION TO USE THE “SWaM-CERTIFIED” LOGO AGREEMENT

The official SWaM-Certified logo (“Logo”) is property of the Commonwealth of Virginia and the Department of Minority Business Enterprise (“DMBE”). The use of this Logo is encouraged by DMBE-certified Small, Women- and Minority-owned (“SWaM”) businesses on business materials such as websites, cards, other business-related publications.

SWaM-certified business owners may request permission for use by completing the attached Request for Permission form. In most cases, the DMBE will approve or deny the request within thirty (30) days of receipt.

Use of the Logo is strictly prohibited without the express written consent of the DMBE. Any use of the Logo must be for a purpose that supports the mission and goals of the Commonwealth of Virginia, DMBE’s SWaM Procurement Initiative, or the SWaM-certified vendor’s business. If the purpose for which permission was granted includes the solicitation or promotion of business opportunities from a Virginia municipal or state entity, the user must provide and/or report his/her firm’s SWaM certification number. If the purpose for which permission was granted expands or changes in any measurable way, a modified request must be submitted to the DMBE for approval. The DMBE reserves the right to modify its Logo or other materials without prior notice.

Utilization of the Logo in a manner deemed to be inappropriate by the DMBE, or that is outside of the scope of this Agreement, or specifically for the SWaM-certified vendor’s business purposes shall be referred to the Commonwealth’s Attorney for the City of Richmond for possible prosecution. DMBE also reserves the right and authority to withdraw permission to use the Logo without prior notice.

I, _____ (Name) of _____ (Business Name) do hereby agree to the above policy regarding the use of the SWaM-certified Logo.

Signature

Date

Request for Permission to Use SWaM-Certified Logo

Page 2

Instructions: Please read the terms of this Agreement carefully. To request the Logo for use, complete the form and submit it to Rosemarry.mel@dmbv.virginia.gov or fax to Rosemarry Mel's attention at (804) 786-9736. You should receive a response within 30 days of receipt of this agreement and the form. You will receive the Logo electronically to your email address. If you should have any questions, please call (804) 786-1648

Name of Certified SWaM Firm: _____

SWaM Certification Number: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Contact Person: _____

Graphic Preference: EPS format JPG format

Purpose of Request (Describe purpose for which permission is sought):

For Official DMBE Use Only

DMBE Official: _____ Date: _____

Date Received: _____ Approved: _____ Denied: _____ Date: _____

Comments: