



## U.S. Citizenship and Immigration Services

### Guidelines for Using SAVE Trademark

What is the Purpose of These Guidelines?

U.S. Department of Homeland Security (DHS) has adopted and is using in commerce the SAVE trademark (Mark). DHS has filed for registration of the Mark with the U.S. Patent & Trademark Office.

No entity may use the Mark 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 SAVE Mark

1. The Mark is available for use by applicants who submit a License Application, a representative sample(s) and who are granted permission to use the Mark in accordance with the terms and conditions of these Guidelines.
2. The applicant requesting permission to use the Mark must be either a federal, state or local government agency participating in the SAVE Program or an Organization to which participating federal, state or local government agencies belong.
3. Participating means subscribing to the general goals and objectives of the SAVE Program, including advertising, participation in and promotion efforts of the SAVE Program.
4. 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.
5. The Licensee shall not use the Mark in a domain name or meta tag. The term "Licensee" shall mean the Agency or Organization approved to use the Mark through this application.
6. The Licensee shall use the Mark only in ways that do not create an appearance of Government endorsement or affiliation between the Licensee with DHS or USCIS.
7. The Licensee shall direct through their use of the logo to the SAVE Web site with a direct link to [www.uscis.gov/save](http://www.uscis.gov/save).

#### 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 Mark to ensure the Licensee's use of the Mark is of proper quality and otherwise consistent with these guidelines.

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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 Mark 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 Mark. Licensee will assure that the Mark is not distorted or resized and that there will be sufficient contrast between the Mark and its background.

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

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

#### Authorizations and Sub-Licenses

1. Licensee shall not sell any items containing the Mark.
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 Mark. 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 Mark 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 heading titled "Use of SAVE Mark": usage of the logo on items for sale; usage of the logo on website or other materials that misrepresent applicant's role in the SAVE 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 SAVE trademark (Mark) License Application Form and return it to:  
[uscis.verlogo@dhs.gov](mailto:uscis.verlogo@dhs.gov)



**U.S. Citizenship  
and Immigration  
Services**

**LICENSE APPLICATION FOR USE OF THE SAVE™ TRADEMARK**

SAVE Agency User Name

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

Website

Public Presentations

Brochures/Flyers/Programs

*Please provide a representative sample of each application of the Mark.*

Please provide website address below:

Explain your intended use of the SAVE™ trademark:

Term of License

- (a) This License is subject to all the terms and conditions of the "Guidelines for Using SAVE™ Trademark."
- (b) This License is in effect for two years of the date of the signed permission to use the Mark, 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 use of SAVE™ trademark is prohibited until this License becomes effective.
- (e) 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 SAVE™ Trademark and am authorized by my AGENCY or ORGANIZATION to agree to abide by those Guidelines as a condition of a license to use the Mark.

USCIS Official

Licensee Name

USCIS Official Signature

Licensee Signature

Date

Date

Please return this completed SAVE™ Trademark License to  
[uscis.verlogo@dhs.gov](mailto:uscis.verlogo@dhs.gov)