

## INSTRUCTIONS FOR REQUESTING APPROVAL OF A NEW SYMBOL

1. Complete Form CD-506, Request for Approval of Commerce Seal, Emblem, Insignia or Logo.
  - Item 3 on the form, Description and Justification, shall include a citation of the authorizing statute and a description of how the seal will be used. In addition, the operating unit shall provide one color and one black and white copy of the seal design in camera-ready paper (plain bond paper).
2. Using a Concurrence Record (Form ITA-233) obtain clearances from management in your program unit. Click on concurrence record to view a template of what one looks like in this process. Attach the concurrence record to the Form CD-506 plus copies of the seal design and submit to the Office of Management and Operations (OMO).
3. OMO will handle the clearance process after receipt and review of the Program Unit's request and justification. After the Under Secretary for ITA has cleared, the request will be forwarded to the Director, Office of Administrative Operations (OAO) who will coordinate the Department review and clearances. You will be notified either by OMO or the Office of Administrative Operations of the Secretary's decision.