

# APPLICATION TO REGISTER A LOGO OR INSIGNIA OF A REGISTERED ORGANIZATION

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**TO THE SECRETARY OF THE COMMONWEALTH OF  
VIRGINIA:**

I, \_\_\_\_\_ (name), the \_\_\_\_\_ (title of  
chief officer of the organization) of \_\_\_\_\_ (name of  
registered organization), hereby apply for the registration of a logo or insignia (including  
a badge, button, decoration, charm, emblem, rosette or other graphic design) on behalf of  
this organization, in accordance with Sections 2.2-411 through 2.2-415 of the *Code of  
Virginia*.

The detailed written description of the item for which registration is applied is as follows  
(Please use additional sheets as necessary):

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***FIVE (5) IDENTICAL SAMPLES, PHOTOGRAPHS OR DETAILED DRAWINGS  
OF THE ITEM ON WHITE PAPER NO LARGER THAN 8.5 x 11 INCHES SHALL  
ACCOMPANY, AND BE DEEMED AS PART OF THIS APPLICATION.***

By signing this application, I certify that I am authorized by this organization to submit  
this application on its behalf, that I am aware of no reason why it should not be granted,  
that all information provided is complete and correct, that the application is not  
considered complete without payment of the fee and that the fee is not refundable or  
transferable under any circumstances.

I acknowledge that this registration, if approved, expires on December 31 of this calendar year and must be renewed during the month of December in order for registration to be continued for the next calendar year, and that failure to receive a notice regarding renewal shall not constitute a basis for any relief whatsoever, including any waiver or extension of time to renew.

I further acknowledge that this registration may be discontinued prior to its expiration if the Secretary of the Commonwealth finds that this application contains any inaccurate or misleading information, including the validity of the address and telephone number on the application for registration or the most recent renewal of the organization's name, unless written notification of a change of address or phone number has been submitted to the Office of the Secretary of the Commonwealth.

\_\_\_\_\_  
Signature of Chief Officer

\_\_\_\_\_  
Date

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COMMONWEALTH OF VIRGINIA

City/County of \_\_\_\_\_ to wit

I \_\_\_\_\_, a notary public for the Commonwealth of Virginia, acknowledge that \_\_\_\_\_, whose signature appears hereon, personally appeared before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and signed this application in my presence.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

*Send completed application to:*

**Organization Registrar  
Office of the Secretary of the Commonwealth  
P. O. Box 2454  
Richmond, Virginia 23218**