



# COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

101 N. 14th Street, 11th Floor

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 Small Business and Supplier Diversity (“SBSD”). The use of this Logo is encouraged by SBSBD-certified Small, Women- and Minority-owned (“SWaM”) businesses on business materials such as websites, cards, and other business-related publications.

SWaM-certified business owners may request permission for use by completing the attached Request for Permission form. In most cases, SBSBD 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 SBSBD. Any use of the Logo must be for a purpose that supports the mission and goals of the Commonwealth of Virginia, SBSBD’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 SBSBD for approval. SBSBD 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 SBSBD, 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. SBSBD also reserves the right and authority to withdraw permission to use the Logo without prior notice.

I \_\_\_\_\_ (owner 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

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Instructions: Please read the terms of this Agreement carefully. To request the Logo for use, complete the form and submit it to [sbsd@sbsd.virginia.gov](mailto:sbsd@sbsd.virginia.gov) or fax to (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) 786-6585

Name of Certified SWaM Firm: \_\_\_\_\_

SWaM Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

***For Official SBSB Use Only***

SBSB Official: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_