

Reproduction/Use of Town Seal

Please be advised that permission is required to reproduce the Town Seal of Ellington under Section 7-101 of the Connecticut General Statutes:

Sec. 7-101. Town Seal. Each town shall provide itself with a seal with the name of the town and the state..The Town Clerk shall have custody of such seal.



USE OF TOWN SEAL POLICY AND PROCEDURE

Pursuant to Connecticut General Statute §7-101, the Town Clerk is the custodian of the Town Seal. Accordingly, the following policy and procedure is hereby established for use of the Town Seal.

Use of the Town Seal is restricted to official Town business. Examples of accepted use include, but are not limited to:

- Certified Copies
- Proclamations/Awards
- Town Contracts
- Letterhead/Envelopes
- Town Web Site Logo
- Town-sponsored clothing (such as shirts and hats) or memorabilia (such as key rings and pins)
- Town-owned equipment
- Decals on Town vehicles

The Town Seal may not be used by private companies or organizations.

In order to ensure proper use of the Town Seal, the following procedure is required:

All requests for use of the Town Seal must be submitted in writing to the Town Clerk for review. The request should detail the proposed use of the Town Seal along with a copy of the image to be used. If the image is to be used electronically, a disclaimer shall be posted on the Town of Ellington website stating, "Use of the Town Seal is prohibited without the express written permission of the Town Clerk." The disclaimer may be revised from time to time as deemed appropriate.

Upon review of the request by the Town Clerk, a decision indicating approval or denial will be forwarded to the requestor within ten (10) business days after the request has been received. Letters of request along with the decision will be kept on file in the Town Clerk's office.