

Form 3303—General Information
(Manufacturer/Vendor Certification of State Seal Sales to State Agencies/Elected Officials)

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Commentary

Commercial use of the Texas state seal is governed by section 17.08, Texas Business & Commerce Code and the secretary of state's administrative rules found in 1 Texas Administrative Code Chapter 72. Section 17.08 prohibits private or commercial use of the state seal of Texas unless the user applies to the secretary of state.

Certain manufacturers and vendors are exempt from the section 17.08 registration requirement. Rule 72.42 exempts manufacturers and vendors producing, selling, or distributing to only state agencies and officials who use the state seal for official uses or state functions or to elected officials who use the state seal for political purposes from the application and fee requirements. Such manufacturers and vendors are encouraged, however, to submit to the secretary of state a certification that the product is not available to the general public and a signed statement from the agency or official regarding the use of the product (Form 3303-A). This form may be used for the manufacturer or vendor certification.

Instructions for Form

- **Certification:** State the name of the manufacturer or vendor claiming the exemption and select the appropriate box(es) to indicate for whom products are produced or to whom sales or distributions are made.
- **Attachment(s):** One or both of the following must accompany the certification (Form 3303-A):
 1. A signed statement from the state agency or appropriate state official that the product has been or will be used by the state agency for an official use or a state function;
 2. A signed statement from the elected official or designated agent that the product has been or will be used by the elected official for a political purpose.
- **Execution:** A person authorized to sign on behalf of the manufacturer or vendor must sign and date the certification.
- **Delivery Instructions:** The completed form may be mailed to Registrations Unit, P.O. Box 13550, Austin, Texas 78711-3550; or delivered to the James Earl Rudder Office Building, 1019 Brazos, 5th Floor, Austin, Texas 78701.

Revised 09/15

Submit to:
SECRETARY OF STATE
Registrations Unit
P O Box 13550
Austin, TX 78711-3550
512-475-0775
512-475-2815 - Fax
Filing Fee: none



**MANUFACTURER/VENDOR
CERTIFICATION OF STATE
SEAL SALES TO STATE
AGENCIES/ELECTED
OFFICIALS**

Certification

Name of Manufacturer or Vendor: _____

Business Address: _____
Street City State Zip

The above-named manufacturer/vendor certifies that the product is not available to the general public.

Manufacturer/Vendor solely produces for, or solely sells or distributes to (*select one or both of the following, as applicable*):

- a state agency or official, for an official use or for a state function;
- an elected official, for a political purpose.

Attachment(s)

The following is included with this certification:

- A statement signed by each state agency or elected official that the use will be (1) by the state agency for an official use or state function; or (2) by the elected official for a political purpose.

Execution

Date: _____

Signature of authorized representative for Manufacturer/Vendor

Printed or typed name of authorized representative