

# Municipal Logo Approval Policy

## Policy Statement

TextMyGov may create a municipal logo only if the agency is able to provide official documentation showing that the logo was approved through the agency's normal approval process. TextMyGov may create public-facing logos and branding marks, but it does not design official agency seals or other insignia used to certify records, instruments, or other formal documents. TextMyGov does not offer logo creation services to agencies that already have an existing logo.

## Approval Documentation Required

Before a final logo is delivered or used, the agency must provide official proof of approval. Acceptable documentation includes:

- Council meeting minutes or meeting notes showing approval of the logo.
- A signed note, letter, or memorandum from the Agency Clerk, Mayor, Agency Administrator, Agency Manager, or other authorized senior official.
- A council resolution or ordinance approving the logo, if required by local practice.
- A clerk or records custodian certification confirming that approval occurred through official agency action.
- Another official approval record that clearly shows final approval by the appropriate authority under the agency's standard process.

## Submission and Review

A watermarked logo will be provided for officials to review and approve. Agency staff requesting logo creation must submit the approval record to TextMyGov before the logo is finalized or launched. At that point, TextMyGov will provide the agency with the official logo files. If the documentation is unclear or incomplete, TextMyGov may request additional confirmation before proceeding.

Government agencies remain responsible for ensuring that their internal approval process has been properly followed.