



FBI

GUIDELINES FOR USE OF THE

INFRAGARD®

SERVICE MARK

FBI GUIDELINES
FOR USE OF THE INFRAGARD[®] SERVICE MARK BY
THE INFRAGARD NATIONAL MEMBERS ALLIANCE (INMA),
INFRAGARD MEMBERS ALLIANCES (IMAs), AND
INFRAGARD MEMBERS

I. PURPOSE AND BACKGROUND

- A. The purpose of these guidelines is to formalize the policies, procedures, and requirements that govern the use of the FBI's "InfraGard" registered service mark.
- B. The objectives of this document are to promote the consistent and proper use -- and to prevent their unauthorized, unprofessional, or inappropriate use -- of the InfraGard name and associated indicia of the InfraGard program.

II. BACKGROUND

- A. "InfraGard" is a service mark of the Federal Bureau of Investigation, registered with the United States Patent and Trademark Office, Reg. No. 2,230,458.

III. GENERAL STATEMENT OF PERMISSIBLE USE

- A. The InfraGard service mark may only be used with FBI approval.
- B. When using the InfraGard program name, the ® symbol should be referenced whenever "InfraGard" appears in the title of a document or report, and whenever "InfraGard" appears in any logo or other graphic representation. To the extent not otherwise done, the ® symbol also should be placed after the most prominent use of the InfraGard name. The ® symbol does not need to be used more than once within the same document, unless sections are likely to be published or distributed separately.
- C. The InfraGard service mark, whether in text or graphic form, may only be used in a dignified manner so as not to impair the substantial goodwill that the FBI has built up and now possesses in the InfraGard name.
- D. The InfraGard service mark may only be used in connection with efforts dedicated to increasing the security of the United States.
- E. The FBI reserves the right to deny any use of the InfraGard service mark, or to amend, revise, or terminate these Guidelines, in its sole discretion.

IV. INMA and IMA BUSINESS USE

- A. Subject to the terms and conditions of a fully executed licensing agreement with the FBI or an authorized sub-license agreement, the INMA and each local IMA may use the InfraGard service mark in its corporate name.

- B. The InfraGard logo, shown in Appendix A, may be altered in the form shown in Appendix B, to serve as the separate corporate logos of the INMA and the IMAs.
- C. Use of the INMA and IMA logos will be controlled by separate INMA and IMA guidelines.
- D. The InfraGard logo may ONLY be used with FBI approval provided on a per-use basis.

V. OTHER ENTITIES' BUSINESS USE

- A. NO business entity (whether a for-profit or not-for-profit corporation, sole proprietorship, partnership, educational institution, association, alliance, etc.) may use the InfraGard name or logo without express written approval of the FBI.
- B. NO business entity may claim to be a member of InfraGard (InfraGard members are individuals, not business entities).
- C. NO business entity may post the InfraGard logo on their website or on any other forms or documents without separate, written, FBI authorization (e.g. A business may not publish the InfraGard logo together with a statement that some of or all of its employees are InfraGard members).
- D. Business entities may use the INMA or IMA name and logo only as approved by the INMA or IMA, and subject to any guidelines they may develop. Corporate sponsorship is an acceptable basis for the INMA and IMAs to use in authorizing the use of their respective logos.

VI. INDIVIDUAL USE

- A. Persons who are InfraGard members in good standing may state in writing or otherwise, without further permission, that they are InfraGard members and that they are voting affiliates of their IMA and that they are members of their local InfraGard Chapter¹.
- B. Persons who are InfraGard members, without further permission, may place on business cards or personal stationary the InfraGard logo in the form shown in Appendix C, which requires inclusion of the tagline: "A proud member of". The same logo may include the name of the InfraGard Chapter underneath the graphic, also as shown in Appendix C. **NO PERSON MAY USE THE INFRAGARD LOGO WITHOUT THE TAGLINE.**
- C. Persons who are InfraGard members may, as appropriate, state that they have passed the "FBI's InfraGard Records Check". InfraGard members may NOT state more generally that they have passed an FBI Background Check.

VII. CHAPTER USE

- A. The InfraGard Chapter name may only be used when it reflects a mutually approved activity of the local FBI and the local IMA.

¹ An InfraGard Chapter is defined as a group of InfraGard members, an IMA, and an FBI field office.

- B. Websites may bear the InfraGard Chapter name as the site's domain name as well as to describe Chapter activities. Websites should clearly distinguish, however, when actions or activities are undertaken by the private sector component (the IMA) rather than by the Chapter as a whole (i.e., to include the local FBI Field Office)
- C. ALL InfraGard websites MUST contain a link as follows:
 - i. "About InfraGard®: The InfraGard program is a public/private cooperative effort dedicated to improving our national security. InfraGard consists of Chapters throughout the United States and has thousands of members. The FBI leads the U.S. Government side of InfraGard. The private sector side of InfraGard is led by a non-profit corporation, the InfraGard National Members Alliance, which consists of local InfraGard Members Alliances (IMAs) throughout the country. An InfraGard "Chapter" refers to the local FBI, the local IMA, and the local InfraGard members working together. "InfraGard" is a registered service mark of the FBI.

VIII. DESCRIPTION OF INFRAGARD

- A. The following descriptions are pre-approved for use by business entities or individuals to define InfraGard:
 - i. "InfraGard [or, The InfraGard program, or The FBI's InfraGard program] is a cooperative effort that includes the FBI and the private sector. The private sector component of InfraGard is represented nationally by the National InfraGard Members Alliance, and locally by the InfraGard Members Alliances throughout the country."
 - ii. "InfraGard is an FBI/private sector alliance."
 - iii. "The FBI's InfraGard program"
- B. The following descriptions, terms or phrases are expressly PROHIBITED:
 - i. FBI InfraGard
 - ii. Any statement or use suggesting that an individual holds an elected position in InfraGard. The only elected positions are in relation to the INMA and IMAs.
 - iii. Any statement or use suggesting that an individual or entity is part of the FBI or is in business with, approved, endorsed, or authorized by the FBI.
- C. FBI personnel, as appropriate, may describe themselves as "FBI InfraGard Program Coordinators".

IX. OWNERSHIP AND OVERSIGHT

- A. The IMAs and InfraGard membership recognize the ownership of the Service Mark, InfraGard, by the FBI. Nothing contained in the sub-license agreement or these guidelines shall be construed as an assignment or grant to the users of any right, title or interest in the Service Mark. The users will not do or suffer to be done any act or thing, which may in any way impair the right of the FBI in and to the Service Mark.
- B. The IMAs and InfraGard membership understand that the License Agreement reached between the FBI and the INMA places responsibility for overseeing the Service Mark with the INMA.
- C. If there are any questions or uncertainties from the IMAs or the InfraGard membership as to whether a particular use of the InfraGard Service Mark or any seal or logo bearing the Service Mark are within the parameters of the license agreement, the sub-license agreement, national policy, or these guidelines the users must contact the INMA. The users must abide by the INMA's interpretation of permitted use of the InfraGard Service Mark in any particular set of circumstances, to be overridden only by an FBI written determination to the contrary.
- D. Any questions or uncertainties regarding proper use of the Service Mark from anyone other than the IMAs or the InfraGard membership should be addressed to FBI Headquarters, Cyber Division, Att: InfraGard Program Manager, 935 Pennsylvania Avenue, NW, Washington, DC 20535.

xxxx/end

Appendix A



Appendix B



Appendix C



[ANYWHERE CHAPTER]