

PRINCIPLES AND GUIDELINES FOR USING IMAGES OF THE PONTIFFS AND EMBLEMS OF THE HOLY SEE

Summary

The purpose of this document is to illustrate the basic principles to be followed when dioceses, eparchies, parishes, Institutes of Consecrated Life and other institutions that are part of the universal and local Church (hereinafter, the Recipients) are using the Image of the Supreme Pontiffs and Emblems of the Holy See.

1. Uses of the Image and/or Emblems Not Constituting Abuse

To obtain a reproduction permission, the Recipients will proceed as follows.

1.1 Exclusive Competence of the Secretariat of State

Only the Secretariat of State – or eventually the Pontifical Delegation acting within its respective territory of competence (in Canada, the Apostolic Nunciature) – in the case it acts upon a mandate of the Secretariat of State, is entitled to use, or legitimately authorize any third parties to use or make available, the Image and/or Emblems.

1.2 Activities granted *ad experimentum* by the Secretariat of State

Ad experimentum and for the term of one year (starting from the date of this document), the Secretariat of State authorizes the Recipients, within the scope of their own institutional and territorial competences, to use the Image and/or Emblems when the usage meets all the following conditions:

- a) It takes place exclusively for institutional purposes of the Recipients, as established by the applicable canon and civil laws, within the competences and territorial jurisdiction of the Recipients;
- b) It is neither direct or indirect advertising nor commercial in nature. For example, when the Image and/or Emblems are used in association with trademarks or names of companies or other commercial entities, such usage will be considered commercial and/or advertising in nature, at least indirectly;
- c) It does not involve any license to third parties of the Image and/or Emblems (except, for example, when the Recipients must provide the Image and/or Emblems to a printer for the production of documents for their congregation);
- d) It does not take place in connection with travels of the Holy Father or celebrations of national relevance (e.g. Jubilees, Anniversaries of the Pontificate, etc.). Any use of the Image and/or Emblems always requires permission during these events;
- e) It does not otherwise conflict with the applicable canon law and civil law or with general preferences expressed by the Holy Father. For example, billposting on public buildings without specific authorization is prohibited in many countries. Similarly, the use of the Image on goods of significant value, such as medals or coins, is prohibited according to the general preferences expressed by the Holy Father. The Recipients are responsible for checking and complying with any such norms and applicable laws.

If the usage by the Recipients does not satisfy all of the aforementioned conditions, the Recipients must obtain an authorization from the Secretariat of State.

In order to obtain an authorization, the Recipients shall provide the following information to the Pontifical Representative:

- Coordinates and contact person of the Recipients who will use the Image and/or Emblems;
- Subject matter of the usage and description of the planned activities;
- Territorial scope of the activities;
- Duration of the activities;
- If the manufacturing of any product is foreseen, the number of copies to be produced (print run) and the distribution channels;
- Price and payment terms, possible royalties for copyrights.

For all questions or clarification, the Recipients will report to the Pontifical Representative.

2. Cases of Abuse of the Image and/or Emblems

"Abuse" is defined as any possible illicit act, or any abuse intended in its broadest sense, involving the Image and/or Emblems. For example, the latter are used in a way that tarnishes the honour or reputation of the Holy Father or the Catholic sentiment, or for any commercial purposes without proper authorization.

Recipients becoming aware of any abuse are required to report it to their Ordinary/Major Superior, providing any relevant information and documentation related to the case.

The information and documentation will then be sent by the Ordinary/Major Superior to the Pontifical Representative, who will forward it to the Secretariat of State along with any possible observation it may have.

It is recommended that the above mentioned communications are made promptly and accurately. Any protection initiative may only be taken upon prior approval of the Holy See.

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