

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	COLLEGE SEAL	02-0204	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-2.7 College Seal	November 5, 2025	

Purpose

The purpose of this procedure is to delegate the responsibility for maintaining Florida State College at Jacksonville (FSCJ/College) seals and authenticating true copies of decisions, acts and documents.

Procedure

- A. The College President, or designee(s), keeps College seals and authenticates true copies of decisions, acts or documents where official signatures are required by law, State Board rule or Board rule. In addition to the College President, the Office of the Registrar and the Office of the General Counsel are hereby designated to keep College seals and utilize these seals for the purpose outlined above. It is the responsibility of the Office of the Registrar and Office of the General Counsel to ensure that these seals are properly safeguarded.
- B. College seals shall not be removed from the custodial offices. Departments requiring the authentication of official College documents should bring these documents to the Office of the General Counsel.
- C. When the College seal is required in the execution of a public security or instrument of payment, a facsimile of the seal may be utilized.

REFERENCES: F.S. 1001.63, 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: March 3, 2015

Reviewed Date: April 4, 2016, November 5, 2025