



WASHINGTON
Secretary of State
Corporations & Charities Division

Corporations & Charities Division

Physical/Overnight address:

801 Capitol Way S
Olympia, WA 98504-1226

Mailing address:

PO Box 40234
Olympia, WA 98504-0234
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www.sos.wa.gov/corporations

INSTRUCTIONS: TRADEMARK REGISTRATION RCW 19.77.030

Purpose: A Trademark Registration is used to register a wordmark or logo/design mark that has been used in commerce. The registration of a trademark will distinguish the owner of the mark for a period of five years. To maintain the registration, the mark must be renewed prior to the expiration date.

General Instructions: Use Dark Ink Only. Complete the entire form and enter all requested information in the fields provided. A fillable .pdf version of this form is available for download at sos.wa.gov/corps/trademark-home.aspx

Mail: Send completed form and payment to the address listed above.

Payment: Make checks or money orders payable to "Secretary of State." Checks cannot be back dated more than 60 days from the date the check is received.

Fees: The filing fee for the Trademark Registration is \$55 per classification selected.

Expedited Service: If expedited service is requested, an *additional* \$100 must be added to the filing fee. Check the box indicating expedited service on page one.

ALL FILING FEES ARE NON-REFUNDABLE. ALL DOCUMENTS ARE PUBLIC RECORD.

(1) Trademark Classification: Select the goods or services classifications that represent how the trademark will be used in commerce by placing a check mark in the box next to the appropriate number. Reminder: Fees are based on the number of classifications selected. Refer to WAC 434-12-015 for a complete description of each classification. All goods or services that the mark represents may be included on one submission.

(2) Trademark Reservation: If you filed a Trademark Reservation in advance, provide that number. In order to use a Trademark Reservation number, the reservation must be active (filed within the last 180 days). If the Trademark Reservation number has expired, it will not be used. A reservation number is not required in order to complete a Trademark Registration submission.

(3) Trademark Applicant: Provide the applicant's name, mailing address, phone number, and email address. This section is required even if the applicant is the same as the Trademark Owner. The Trademark Applicant is the correspondence contact for this submission.

(4) Trademark Registrant/Owner: Select only one type of owner and complete the corresponding section using the below instructions. If both boxes are completed, the submission will be rejected which will delay the date of filing.

- **Business/Organization:** Provide the name of the business or organization that owns the mark and a UBI number if the business is a registered business with the Office of the Secretary of State Corporations Division. If a UBI number is provided, the business name entered on this form must match the business name on file with the Corporations Division. The UBI number is not a required field at this time; however, the business's home jurisdiction must be provided if the owner is a business. Next, provide the mailing address, phone number, and email address for the business. If the information is the same as the applicant section, check the *same as applicant* box and continue to section 5. NOTE: Sole Proprietors should not provide a UBI number, as it is not recorded by the Office of the Secretary of State.

- **Individual:** Provide the first and last name of the individual who owns the mark and provide the individual's mailing address, phone number, and email address. If the information is the same as the applicant section check the *same as applicant* box and continue to Section 5.

(5) Trademark Description: Select the type of mark that is being registered, either wordmark or logo/design mark, and provide a description using the below instructions.

- A **wordmark** is registering the words only, without claim to font stylization, color, etc.
 - If a wordmark was selected, provide only the words that you wish to register.
- A **logo/design mark** is any combination of words and symbols that is used to distinguish goods or products from those produced by others.
 - If a logo/design mark is selected, provide a complete description of the mark including colors, stylization, and any other distinguishable characteristics of the mark. The description must clearly depict the mark in such a way that directly reflects the distinguishable characteristics or designs accompanying the mark. Attach additional pages of description if necessary.

(6) Trademark Placement: Describe how the mark is affixed to the goods or displayed with the services selected.

(7) First Used Dates: Provide the date the mark was first used in Washington and the date it was first used in any state or country. Both dates must be provided even if they are the same date. Marks must already be in use in commerce prior to submitting a registration.

(8) Return Address for this Filing: If provided, the confirmation regarding this specific filing will be sent to this address, in addition to the Applicant's address.

(9) Samples: At least one sample is required showing the mark in use in commerce within the classification(s) selected. If the mark is a logo/design mark and colors are referenced in the trademark description, the sample must be provided in color. The sample must reflect the description provided and show the placement as described in section 6. A maximum of 3 samples will be imaged and made available for immediate public viewing. If additional samples are provided, they will be placed on file with this office but not available for public viewing.

Acceptable samples MUST:

- Demonstrate use in commerce.
- Show the Trademark exactly as described.
- Correspond to the classification number(s) selected.
- Provide a printed photo only. Do not provide original merchandise.

(10) Statement Attestation and Signature of Owner or Authorized Representative: Sign, print, provide the signer's title, and date the document. By signing the document, the applicant is attesting to the listed statements and executing the submission under penalty of law.

For a rapid response to questions, requests for assistance, or to provide feedback, please visit the Corporations and Charities website at www.sos.wa.gov/corporations to chat with a representative.



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THIS BOX FOR OFFICE USE ONLY

☐ **Filing Fee \$55 per Classification**

☐ **To Expedite Filing, Add \$100**

TRADEMARK REGISTRATION

[RCW 19.77.030](#)

All fields REQUIRED unless otherwise specified

(1) TRADEMARK CLASSIFICATION: See [WAC 434-12-015](#) for complete classification descriptions

Check all applicable classification numbers BELOW. Multiple classes can be selected. Cost is per classification.

Goods		Goods		Services	
☐	1. Chemicals	☐	18. Leather goods	☐	35. Advertising & business
☐	2. Paints	☐	19. Non-metallic building materials	☐	36. Insurance & financial
☐	3. Cosmetic & cleaning preparations	☐	20. Furniture & other articles not otherwise classified	☐	37. Building construction & repair
☐	4. Lubricants & fuels	☐	21. Housewares & glass	☐	38. Telecommunications
☐	5. Pharmaceuticals	☐	22. Cordage and fibers	☐	39. Transportation & storage
☐	6. Metal goods	☐	23. Yarns and threads	☐	40. Treatment of materials
☐	7. Machinery	☐	24. Fabrics	☐	41. Education & entertainment
☐	8. Hand tools	☐	25. Clothing	☐	42. Computer & scientific
☐	9. Electrical & scientific apparatus	☐	26. Fancy goods	☐	43. Hotels & restaurants
☐	10. Medical apparatus	☐	27. Floor coverings	☐	44. Medical, beauty & agriculture
☐	11. Environmental control apparatus	☐	28. Toys & sporting goods	☐	45. Personal & legal
☐	12. Vehicles	☐	29. Meats & processed foods		
☐	13. Firearms	☐	30. Staple foods		
☐	14. Jewelry	☐	31. Natural agricultural products		
☐	15. Musical instruments	☐	32. Light beverages		
☐	16. Paper goods & printed matter	☐	33. Wines and spirits		
☐	17. Rubber goods	☐	34. Smokers' articles		

(2) TRADEMARK RESERVATION:

If your mark was reserved, provide the Reservation Number: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(4) TRADEMARK OWNER: The owner of a mark may be a business/organization **OR** individual. Complete the section that best fits your mark ownership. See instructions for more details.

☐ **Owner is a business or organization**

Name: _____

UBI No.: _____

State of Jurisdiction: _____

Check box if address is the same as applicant ☐

Mailing Address: _____

City: _____ State: _____

Zip Code: _____ Phone: _____

Email: _____

☐ **Owner is an individual**

Name: _____

Check box if address is the same as applicant ☐

Mailing Address: _____

City: _____ State: _____

Zip Code: _____ Phone: _____

Email: _____

(5) TRADEMARK DESCRIPTION: Select one type of mark to be registered.

☐ Option 1: Wordmark - a wordmark is **WORDS ONLY** without claim to font, stylization, color, etc.

□ Option 2: Logo/Design mark

List or describe the mark, exactly as it is, to be registered (*attach additional pages if needed*):

[illegible]

(6) TRADEMARK PLACEMENT:

How is the mark affixed to goods or displayed with services? *(Attach additional pages if needed.)*

(7) FIRST USED DATE:

Mark must currently be in use and have a first used date prior to filing.

Date first used in Washington State: _____

Date first used in any state or country: _____

(8) RETURN ADDRESS FOR THIS FILING: *(optional)*

If provided, the confirmation regarding this specific filing will be sent to the address below, in addition to the Applicant's address.

Attention: _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

(9) SAMPLES:

Attach a sample of the mark for each classification number. Acceptable samples must: (1) be clearly visible on the goods or displayed with the services; and (2) demonstrate use in commerce.

Sample(s) must be submitted with this form.

(10) STATEMENT ATTESTATION & SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE:

The Trademark is presently in use in the State of Washington.

The applicant believes himself or herself to be the owner of the trademark and believes that no other person has the right to use such a trademark in connection with the same or similar goods or services in this state either in the identical form or in such near resemblance thereto as to be likely, when used on or in connection with the goods or services of such other person, to cause confusion or mistake or to deceive.

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

Signature

Printed Name/Title

Date
