

**Physical/Overnight address:**

801 Capitol Way S  
Olympia, WA 98501-1226

**Mailing address:**

PO Box 40234  
Olympia, WA 98504-0234  
Tel: 360.725.0377  
sos.wa.gov/corps

## **INSTRUCTIONS: TRADEMARK RESERVATION RCW 19.77.015**

**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](https://sos.wa.gov/corps/trademark-home.aspx)

**Mail:** Send the 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 Reservation is \$30 per classification selected.

**Expedited Service:** If expedited service is requested, an *additional* \$50 must be added to the filing fee. Check the box indicating expedited service on page one.

**Purpose:** Trademark reservations will reserve a mark for exclusive use of the applicant for a period of one hundred eighty (180) days. A reservation may not be renewed.

### **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](https://www.wa.gov/wac/434-12-015) for a complete description of each classification. All goods or services that the mark is representing may be included on one submission. Classifications may be added, removed or changed at the time of renewal or by submitting a Trademark Amendment form.

**(2) Trademark Applicant:** Select only one type of applicant, either individual or business/organization, and provide the applicant's name, mailing address, phone number, and email address. This section is required even if the applicant is the same person or business as the Trademark Owner. The Trademark Applicant is the correspondence contact for this filing.

**(3) Trademark Description:** Select the type of mark that is being reserved, 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 are 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 the description if necessary.

**(4) Samples:** Provide a sample of the trademark artwork depicting how the mark will be used in commerce. If the mark is being reserved as a logo/design mark and colors are referenced, the sample must also be in color. Preliminary artwork is acceptable.

**(5) Signature of Applicant 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 penalties of law.

If you have questions, need assistance, or would like to provide feedback, visit the Corporations Division website at [sos.wa.gov/corps/trademarks.aspx](https://sos.wa.gov/corps/trademarks.aspx) email [trademarks@sos.wa.gov](mailto:trademarks@sos.wa.gov) or call 360-725-0344 opt 3.



Office of the Secretary of State  
Corporations & Charities Division

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This Box For Office Use Only

- Filing Fee \$30 per Classification
- To Expedite Filing, Add \$50

## TRADEMARK RESERVATION

### [RCW 19.77.015](#)

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

