



**Physical/Overnight address:**

801 Capital Way S  
Olympia, WA 98504-1226

**Mailing address:**

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

## **INSTRUCTIONS: TRADEMARK REGISTRATION RCW 19.77.030**

**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 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* \$50 must be added to the filing fee. Check the box indicating expedited service on page one.

**Purpose:** Trademark Registration enables a business or individual to protect their investment in producing or promoting a logo or slogan. The Washington Secretary of State will register the trademark for a period of five years upon successful filing of the Trademark Registration form.

**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://wac.wa.gov/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.

**(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) 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.

**(9) 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.

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 360-725-0377 opt 3.



**WASHINGTON**  
**Secretary of State**

Corporations & Charities Division

Contact Information  
Tel: 360.725.0377  
www.sos.wa.gov/corps

This Box For Office Use Only

Physical/Overnight address: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address: PO Box 40234 Olympia, WA 98504-0234

- Filing Fee \$55 per Classification
- To Expedite Filing, Add \$50

**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	
<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		

**(2) TRADEMARK RESERVATION:**

If your mark was reserved, provide the Reservation Number: \_\_\_\_\_

**(3) TRADEMARK APPLICANT:** Trademark Application will receive renewal notifications

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**(4) TRADEMARK REGISTRANT/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.

<b>Owner is a business or organization</b>	<b>Owner is an individual</b>
Name: _____	Name: _____
UBI No.: _____	
State of Jurisdiction: _____	
Check box if address is the same as applicant <input type="checkbox"/>	Check box if address is the same as applicant <input type="checkbox"/>
Mailing Address: _____	Mailing Address: _____
_____	_____
City: _____ State: _____	City: _____ State: _____
Zip Code: _____ Phone: _____	Zip Code: _____ Phone: _____
Email: _____	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*):

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**(6) TRADEMARK PLACEMENT:**

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

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**(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: \_\_\_\_\_

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**(8) 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.*

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**(9) STATEMENT ATTESTATION AND 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.**

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**Signature**

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**Printed Name/Title**

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**Date**