

Questionnaire for filing a trademark in the USPTO

Please provide a response to each of the questions below:

1. Name of the owner of trademark or service mark. The name may be a corporation or an individual.
2. Citizenship of the owner of the mark.
3. Entity type (eg. individual, corporation, partnership, LLC, etc.)
4. If Partnership, the names and citizenship of all general partners and the state where the partnership is organized.
5. If a corporation, the state of incorporation (if a U.S. corporation), or country (if a foreign corporation)
6. If another type of entity, specify the nature of the entity and the state where it is organized (if in the U.S.) or country where it is organized (if a foreign entity).
7. Address of owner of mark
8. Phone, fax and e-mail of owner of mark
9. Is the mark in standard (black letters) OR in a special form? (i.e. a design or letters with special colors, font, size, etc.)

If a color mark, you should list the portions of the mark that are in color and the corresponding color for each.

10. Description of goods or services associated with mark – Be as detailed as possible for a better understanding of the goods or services.
(Search for Goods & Services and entry of appropriate classes will be performed by IP Legal Services, Inc.)

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11. If the mark includes non-Latin characters provide a transliteration* of those characters.

*Transliteration - a phonetic spelling, in corresponding Latin characters, of the word(s) in the mark that are in non-Latin characters

12. If the mark includes non English wording then provide an English translation of that wording.

13. If the mark includes an individual's name or portrait, then provide (attach) either,

(i) a statement that identifies the living individual whose name or likeness the mark comprises and written consent of the individual, or

(ii) a statement that the name or portrait does not identify a living individual.

14. Is the mark currently in commercial use?

If yes:

a. Mention the date of first use of mark anywhere

b. Mention the date of first use of the mark in commerce

15. Does a Foreign Application exist for same goods/services?

a. Country of Foreign filing

b. Foreign application number

c. Date of foreign filing

16. Does a Foreign Registration exist for same goods/services?

d. Country of Foreign Registration

e. Foreign Registration Number

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- f. Foreign Registration Date
- g. Renewal Date for Foreign Registration
- h. Expiration Date of Foreign Registration
- i. Attach Foreign Registration/English Translation

Attachments Required

1. If the mark has a design, special color, font etc., please attach a logo of the mark

Attach a JPEG Image of the Mark

An accepted JPG image file must be scanned at a resolution of not less than 300 pixels and no more than 350 pixels, and width a length and width of no less than 250 pixels and no more than 944 pixels.

2. If the mark is currently used in commerce, please attach a Specimen of the mark

What is an acceptable specimen for use of a mark on goods (products)?

Normally, a specimen for a mark used on goods shows the mark on the actual goods or packaging for the goods. You may submit a photograph of the goods that shows use of the mark on the goods. Do **not** submit the actual product.

Invoices, announcements, order forms, bills of lading, leaflets, brochures, publicity releases, letterhead and business cards generally are NOT acceptable specimens for goods.

The JPG image file must be scanned at a resolution of not less than 300 pixels and no more than 350 pixels, and width a length and width of no less than 250 pixels and no more than 944 pixels.

What is an acceptable specimen for use of a mark with services?

A specimen for a mark used in connection with services must show the mark used in the sale or advertising for the services. You may submit a photograph (digital image) of: a sign; or a brochure about the services; or an advertisement for the services; or a business card or stationery showing the mark in connection with the services; a photograph showing the mark as used in rendering or advertising the services; or a screen-shot of a website showing the service. There must be some reference to the type of services rendered on the specimen, *i.e.*, not just a display of the mark itself. For

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example, if the mark sought to be registered is "XYZ," a business card that only shows the mark "XYZ" would not be acceptable. A business card that states "XYZ REAL ESTATE" would be acceptable.

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Thank you

Please tell us how did you hear about us?