



INSTRUCTIONS: TRADEMARK RESERVATION RCW 19.77.015

Purpose: A Trademark Reservation may be used by an applicant that intends to register a wordmark or logo/design mark but has not yet used the trademark in commerce. A reservation will reserve the mark for exclusive use of the applicant for a period of 180 days. A reservation may not be renewed.

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 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* \$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 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.

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.



WASHINGTON
Secretary of State

Corporations & Charities Division

Overnight address by commercial carrier: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS): PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 | Website: www.sos.wa.gov/corporations-charities

THIS BOX FOR OFFICE USE ONLY

Filing Fee \$30 per Classification

To Expedite Filing, Add \$100

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		

(2) TRADEMARK APPLICANT: Check ONE type of applicant. Trademark Applicant is the correspondence contact.

Trademark Applicant is a Business/Organization OR Trademark Applicant is an Individual

Name of Business OR Individual: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(3) 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*):

(4) SAMPLES: *Samples may be a picture of the mark as it will be used in commerce.*

Attach a sample of the trademark artwork depicting how the mark will be used in commerce. Preliminary artwork is acceptable. See instructions for further clarification.

Sample(s) must be submitted with this form.

(5) SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE:

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

Signature of Authorized Person

Printed Name/Title

Date

Phone: *(optional)* _____ Email: _____
