



## Instructions for Filing

### Application for the Registration of a Trademark

[Chapter 6-2](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

**This legal document should be typed. All illegible documents will be REJECTED.**

## How to complete the form:

All sections of the form **MUST** be completed.

1. Check the box to indicate if the applicant is an individual, partnership, corporation, limited liability company, union or association.
  - (a) List the full name of the applicant.
  - (b) List the entity name and state of formation, *if applicable*.
2. List the principal business address.
3. Describe the mark by first checking the box that best describes the type of mark you are filing. Second, describe the mark you are registering. The description legally defines your mark. Describe the mark in such a way that an individual can visualize the mark by reading the description without ever seeing a copy of the design/specimen.
4. If your mark includes a generic word or image that cannot be claimed for your exclusive use, provide an appropriate disclaimer. A disclaimer does not remove the word or image from your mark but acknowledges the element of your mark that cannot be claimed for your exclusive use. If you are not disclaiming a portion of your mark, check the box labeled "No disclaimer required."
5. Describe the specific goods your mark represents.
6. Each category of goods corresponds to a class number. List one class number. Class numbers and descriptions are provided with these instructions (pg. 2). If your mark fits into two classes, you will have to file a separate application for each class.
7. Check the box to indicate how the mark is being used. Check all boxes that apply.
8. List the date the applicant (or the applicant's predecessor) first used the mark. If first use of the mark was in Rhode Island, list the same date in (a) & (b).
9. If the applicant's predecessor first used the mark on one or both of the dates listed in section 8, state which use(s) were by a predecessor and identify the predecessor.
10. The applicant or the applicant's authorized representative must agree to the statement listed in the acknowledgement.

## Signature

The applicant must appear before a Notary Public to sign the Trademark application.

1. The applicant completes the "Applicant" section of the certificate.
2. The Notary Public administering the oath completes the "Notary" section of the certificate.

## Samples (specimen):

Provide three (3) Specimens (samples) of the mark. Specimens should be clear photographs or copies of items (showing the mark being applied for) that are actually used by the applicant in commerce. The three identical specimens should be submitted one per page on 8 ½ x 11" paper. You may not staple, tape, or glue a physical specimen to a sheet of paper. Specimens you can submit for a trademark include the following:

- A label or tag affixed to the goods/products;
- A photograph of the mark affixed to the goods or containers for the goods.
- A clear photograph showing the use of the mark on the goods themselves when both the mark and the complete product are visible.
- A catalog where the entire mark, the goods and purchasing information are positioned together and clearly visible on the page.
- A clear photograph of a display on which the goods are positioned and the entire mark is prominently pictured in close proximity to the goods.
- A web page printout where the entire mark, goods/products, point-of-sale information and the applicant's web address is clearly visible on the page. (Social media is not acceptable).

These specimens are **never acceptable**:

- Camera-ready layouts or camera-ready art
- Drawings
- Blueprints
- Voided checks and deposit slips.



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## How to pay the filing fee:

The filing fee is \$50, payable in person via cash, credit card, or check at the Business Services Division, located at 148 W. River Street, Ste. 1, Providence, RI 02904.

You can also submit your application by mail and pay via check made payable to RI Department of State. Each class number requires an additional application. Contact our office at (401) 222-3040 for further information.

## How to maintain your mark:

The registration is active for ten (10) years. We will send a courtesy reminder six (6) months before the expiration date. If your address changes, file Form 668, Change of Address for a Trademark or Service Mark Registration.

It is your legal responsibility to police and protect your registered trademark or service mark. The Rhode Island Secretary of State's office cannot provide legal advice, send notices on your behalf to others, or prosecute infringement on your registered mark. All trademark/service mark disputes are handled by legal action. If you feel your mark has been compromised by another party, you should contact a qualified attorney.

## How to confirm your filing:

Registrations are retrievable and viewable through our website. Successful filings will receive a certificate. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Trademark/Service Mark Database](#)
- Enter the name or ID number of your mark and click "Search"
- Click on the link to your original number, scroll down, click on the image
- Filing rejections can be viewed online via the [Rejected Filings Viewer](#) on our website.

## Classification of Goods:

**CLASS 1** – Chemicals for use in industry, science and photography, as well as in agriculture, horticulture and forestry; unprocessed artificial resins, unprocessed plastics; fire extinguishing and fire prevention compositions; tempering and soldering preparations; substances for tanning animal skins and hides; adhesives for use in industry; putties and other paste fillers; compost, manures, fertilizers; biological preparations for use in industry and science.

**CLASS 2** – Paints, varnishes, lacquers; preservatives against rust and against deterioration of wood; colorants; dyes; inks for printing, marking and engraving; raw natural resins; metals in foil and powder form for use in painting, decorating, printing and art.

**CLASS 3** – Non-medicated cosmetics and toiletry preparations; non-medicated dentifrices; perfumery, essential oils; bleaching preparations and other substances for laundry use; cleaning, polishing, scouring and abrasive preparations.

**CLASS 4** – Industrial oils and greases, wax; lubricants; dust absorbing, wetting and binding compositions; fuels and illuminants; candles and wicks for lighting.

**CLASS 5** – Pharmaceuticals, medical and veterinary preparations; sanitary preparations for medical purposes; dietetic food and substances adapted for medical or veterinary use, food for babies; dietary supplements for humans and animals; plasters, materials for dressings; material for stopping teeth, dental wax; disinfectants; preparations for destroying vermin; fungicides, herbicides.

**CLASS 6** – Common metals and their alloys, ores; metal materials for building and construction; transportable buildings of metal; non-electric cables and wires of common metal; small items of metal hardware; metal containers for storage or transport; safes.

**CLASS 7** – Machines, machine tools, power-operated tools; motors and engines, except for land vehicles; machine coupling and transmission components, except for land vehicles; agricultural implements, other than hand-operated hand tools; incubators for eggs; automatic vending machines.

**CLASS 8** – Hand tools and implements, hand-operated; cutlery; side arms, except firearms; razors.



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## Classification of Goods Cont'd

**CLASS 9** – Scientific, nautical, surveying, photographic, cinematographic, optical, weighing, measuring, signaling, checking (supervision), life-saving and teaching apparatus and instruments; apparatus and instruments for conducting, switching, transforming, accumulating, regulating or controlling electricity; apparatus for recording, transmission or reproduction of sound or images; magnetic data carriers, recording discs; compact discs, DVDs and other digital recording media; mechanisms for coin-operated apparatus; cash registers, calculating machines, data processing equipment, computers; computer software; fire-extinguishing apparatus.

**CLASS 10** – Surgical, medical, dental and veterinary apparatus and instruments; artificial limbs, eyes and teeth; orthopedic articles; suture materials; therapeutic and assistive devices adapted for the disabled; massage apparatus; apparatus, devices and articles for nursing infants; sexual activity apparatus, devices and articles.

**CLASS 11** – Apparatus for lighting, heating, steam generating, cooking, refrigerating, drying, ventilating, water supply and sanitary purposes.

**CLASS 12** – Vehicles; apparatus for locomotion by land, air or water.

**CLASS 13** – Firearms; ammunition and projectiles; explosives; fireworks.

**CLASS 14** – Precious metals and their alloys; jewelry, precious and semi-precious stones; horological and chronometric instruments.

**CLASS 15** – Musical instruments.

**CLASS 16** – Paper and cardboard; printed matter, bookbinding material; photographs; stationery and office requisites, except furniture; adhesives for stationery or household purposes; drawing materials and materials for artists; paintbrushes; instructional and teaching materials; plastic sheets, films and bags for wrapping and packaging; printers' type; printing blocks.

**CLASS 17** – Unprocessed and semi-processed rubber, gutta-percha, gum, asbestos, mica and substitutes for all these materials; plastics and resins in extruded form for use in manufacture; packing, stopping and insulating materials; flexible pipes, tubes and hoses, not of metal.

**CLASS 18** – Leather and imitations of leather; animal skins and hides; luggage and carrying bags; umbrellas and parasols; walking sticks; whips, harness and saddlery; collars, leashes and clothing for animals.

**CLASS 19** – Building materials (non-metallic); non-metallic rigid pipes for building; asphalt, pitch and bitumen; non-metallic transportable buildings; monuments, not of metal.

**CLASS 20** – Furniture, mirrors, picture frames; containers, not of metal, for storage or transport; unworked or semi-worked bone, horn, whalebone or mother-of-pearl; shells; meerschaum; yellow amber.

**CLASS 21** – Household or kitchen utensils and containers; cookware and tableware, except forks, knives and spoons; combs and sponges; brushes, except paintbrushes; brush-making materials; articles for cleaning purposes; unworked or semi-worked glass, except building glass; glassware, porcelain and earthenware.

**CLASS 22** – Ropes and string; nets; tents and tarpaulins; awnings of textile or synthetic materials; sails; sacks for the transport and storage of materials in bulk; padding, cushioning and stuffing materials, except of paper, cardboard, rubber or plastics; raw fibrous textile materials and substitutes therefor.

**CLASS 23** – Yarns and threads, for textile use.

**CLASS 24** – Textiles and substitutes for textiles; curtains of textile or plastic.

**CLASS 25** – Clothing, footwear, headgear.

**CLASS 26** – Lace and embroidery, ribbons and braid; buttons, hooks and eyes, pins and needles; artificial flowers; hair decorations; false hair.

**CLASS 27** – Carpets, rugs, mats and matting, linoleum and other materials for covering existing floors; wall hangings (non-textile).

**CLASS 28** – Games, toys and playthings; video game apparatus; gymnastic and sporting articles; decorations for Christmas trees.

**CLASS 29** – Meat, fish, poultry and game; meat extracts; preserved, frozen, dried and cooked fruits and vegetables; jellies, jams, compotes; eggs; milk and milk products; oils and fats for food.

**CLASS 30** – Coffee, tea, cocoa and artificial coffee; rice; tapioca and sago; flour and preparations made from cereals; bread, pastries and confectionery; edible ices; sugar, honey, treacle; yeast, baking-powder; salt; mustard; vinegar, sauces (condiments); spices; ice (frozen water).

**CLASS 31** – Raw and unprocessed agricultural, aquacultural, horticultural and forestry products; raw and unprocessed grains and seeds; fresh fruits and vegetables; fresh herbs; natural plants and flowers; bulbs, seedlings and seeds for planting; live animals; foodstuffs and beverages for animals; malt.

**CLASS 32** – Beers; mineral and aerated waters and other non-alcoholic beverages; fruit beverages and fruit juices; syrups and other preparations for making beverages.

**CLASS 33** – Alcoholic beverages (except beers).

**CLASS 34** – Tobacco; smokers' articles; matches.



## Application for the Registration of a Trademark

Duration 10 years  
→ Filing Fee: \$50.00

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

Pursuant to RIGL [Chapter 6-2](#) the applicant submits the following application for the purpose of registering a service mark:



1. The applicant is a(an): <b>CHECK ONE BOX ONLY</b>		
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Union <input type="checkbox"/> Association		
(a) Applicant name, <i>to be completed by an individual:</i>		(b) Entity name, <i>to be completed by an entity:</i>
First:	Name of Entity:	
Middle:		
Last:		
State of Formation:		
2. Principal place of business:		
Street address:		
City/Town:	State:	Zip Code:
3. About the mark: Mark includes <b>CHECK ONE BOX ONLY</b>		
<input type="checkbox"/> Words Only <input type="checkbox"/> Words and Logo <input type="checkbox"/> Logo Only		
Provide a complete description of the mark:		

**MAIL TO:**  
 Division of Business Services  
 148 W. River Street, Providence, Rhode Island 02904-2615  
 Phone: (401) 222-3040  
 Website: [www.sos.ri.gov](http://www.sos.ri.gov)



STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

4. Use this space to disclaim components of the mark that are generic or descriptive of the goods, if applicable:

No disclaimer required

5. Describe the specific goods that the mark will represent:

6. Provide one class number:

7. How is the mark used? **CHECK ALL THAT APPLY**

directly to the goods
  to tags or labels affixed to the containers for the goods  
 directly to the containers for the goods
  by displaying it in physical association with the goods in the sale or distribution thereof  
 to tags or labels affixed to the goods

8. Date of the first use of mark by applicant or predecessor. *(If first use of mark was in Rhode Island, use same date in both a and b.)*

(a) Anywhere	(b) In Rhode Island
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9. If either of the above first uses was by a predecessor of the applicant, state which use or uses were by a predecessor and identify the predecessor.

10. As the applicant or applicant's authorized representative, I declare the mark is in use in the state of Rhode Island, I/ they own the mark and to the best of my knowledge no other person has the right to the use of the mark in this state either in its identical form or in such near resemblance that when applied to my/their goods it will cause confusion, mistake or deception.

**Applicant:** To the best of my knowledge or belief, the statements contained within this application are truthful and accurate.

Type or Print Name of Applicant or Applicant's Authorized Representative	Title <i>(if applicable)</i>
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Signature of Applicant or Applicant's Authorized Representative	Date
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**Notary:**

Name of Notary	State	County
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On \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the applicant, known to me or proved through satisfactory evidence, signed the application in my presence and swore or affirmed the statements in the application are truthful and accurate and declared that they signed document in the indicated capacity.

Signature of Notary Public	Date
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Commission ID#	Commission Expiration Date	Notary Seal
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## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Date:
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: