

# INSTRUCTIONS FOR RENEWAL OF REGISTRATION OF A TRADEMARK OR SERVICE MARK

(See Form TM2, next page)

Item 1	<b><u>Applicant (owner name and address):</u></b> The applicant is the legal name of the entity (see Item 3 below) that owns the mark. The name of the applicant (owner) is listed on the current certificate of registration and renewal notice. If the applicant is a partnership, each individual must be listed as the owner and each individual must sign the application before a notary public. <b>If the name of the owner of the mark has changed from that as listed on the current certificate of registration</b> , it is necessary that the following be filed in addition to the renewal application: <b>Certificate of Name Change Form TM3</b> (filed when the name of the owner of the mark has changed and there is no change in the entity type); or <b>Application for Assignment</b> (filed when the owner of record has relinquished ownership of the mark). An assignment is required when the entity type has changed. <b>A non-refundable fee of \$30.00 made payable to the Treasurer of Virginia for each registered mark affected by the change must be submitted along with a Certificate of Name Change and/or an Application for Assignment in addition to the renewal registration fee.</b>
Item 2	<b><u>Contact person name and address:</u></b> Name and address of person we may contact with any questions we may have. Please furnish an email address, if available.
Item 3	<b><u>Applicant is a:</u></b> Indicate the entity type (i.e. corporation, limited liability company, etc.) and the applicant's state or jurisdiction of formation as listed on the current certificate of registration and renewal notification. <b>If the entity type has changed from that as listed on the current certificate of registration and renewal notification</b> , an Application for Assignment must be submitted to this division.
Item 4	<b><u>On the day of</u></b> : Indicate the date the mark was first registered. The date is listed on the current certificate of registration and renewal notification.
Item 5	<b><u>In the name of:</u></b> Indicate the owner of the mark when the mark was first registered.
Item 6	<b><u>Identify the trademark or service mark (or attach an exhibit):</u></b> Indicate the mark to be renewed on this line. The currently registered mark is shown on the current certificate of registration and renewal notice. Type or write the words if the mark is comprised of words only. If the mark also includes a design, symbol or image, attach an exhibit of the mark to the application. An exhibit is a separate sheet of paper depicting the appearance of the mark only without extraneous markings. <b>The registration cannot be renewed if the registered mark has changed.</b>
Item 7	<b><u>Renewal fee and class number(s) of goods or services:</u></b> Identify the class number(s) of goods or services. The classification number(s) is listed on the current certificate of registration and the renewal notice. <b>If the class number(s) has changed from that shown on the current certificate of registration, the registration cannot be renewed. The non-refundable renewal fee is \$30 per class made payable to Treasurer of Virginia. (Example: The fee for renewing a mark in two classes would be \$60).</b>
Item 8	<b><u>Describe the product(s) or service(s) the mark represents (identifies):</u></b> Describe the product(s) (trademark) or service(s) provided (service mark) which the mark identifies. <b>If the description of the mark has changed from that as shown on the current certificate of registration, the registration cannot be renewed.</b>
Item 9	<b><u>A specimen of the mark must accompany this application:</u></b> Provide a specimen of the mark which demonstrates the manner in which the mark is being used in commerce in the Commonwealth of Virginia. A <b>trademark specimen</b> may be an actual label and a photograph of the label clearly affixed to the product, brochure, etc. A <b>service mark specimen</b> may be an original business card, letterhead, brochure, advertisement dated within the past year and the name and date of the publication in which it was published, a printed webpage on which the URL address and date are displayed.
Item 10	<b><u>Signature of applicant &amp; notary public</u></b> – The application must be signed before a notary public.

**Additional assistance can be obtained by calling (804) 371-9051 or at [www.scc.virginia.gov/srf](http://www.scc.virginia.gov/srf).  
Mailing address: Division of Securities & Retail Franchising, PO Box 1197, Richmond, VA 23218**

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
DIVISION OF SECURITIES AND RETAIL FRANCHISING**

**APPLICATION FOR RENEWAL OF REGISTRATION OF A TRADEMARK  
OR SERVICE MARK**

(Please type or print)

Applicant (owner) name and address: \_\_\_\_\_

\_\_\_\_\_

Contact person name and address: \_\_\_\_\_

\_\_\_\_\_ Daytime phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Applicant is a: \_\_\_\_\_ Applicant's state or jurisdiction of formation: \_\_\_\_\_  
(entity type i.e. corporation, partnership, etc)

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the mark identified below was registered in the  
name of: \_\_\_\_\_

Identify the trademark or service mark (or attach an exhibit of the exact mark):

\_\_\_\_\_

Class number(s) of goods or services: \_\_\_\_\_

Describe the product(s) or service(s) the mark represents (identifies): \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: A specimen demonstrating use of the mark in the Commonwealth of Virginia and a non-refundable renewal fee of \$30.00 per class made payable to Treasurer of Virginia must accompany this application.**

If the applicant is not the registrant named above, the applicant is the assignee to whom a new certificate was issued on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The applicant asserts that it is the owner of this mark and that the mark has been and is still in use in the Commonwealth of Virginia. No other person has the right to use this mark in Virginia, either in the identical form thereof or in such near resemblance thereto as to be likely, when applied to the goods or services of such person, to cause confusion or mistake, or to deceive.

**(NOTE:** The application must be signed in the name of the applicant, either by the applicant or by a person authorized by the applicant. The application must be sworn to by the person who signed the name of the applicant.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signer's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(print or type)

State of: \_\_\_\_\_, County/City of: \_\_\_\_\_, to-wit:

The foregoing application was subscribed and sworn to before me by: \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public: \_\_\_\_\_