

Delaware Division of Corporations
401 Federal Street – Suite 4
Dover, DE 19901
Phone: 302-739-3073
Fax: 302-739-3812

TRADEMARK AND/OR SERVICE MARK RENEWAL FORM

Dear Sir or Madam:

As requested, enclosed is a blank form of Application for Renewal of Trademark and/or Service Mark Registration. The fee for filing the application for renewal is \$25.00, and the fee for the Certificate of Registration, which will be issued by the Secretary of State, is \$10.00. Please make the check, in the amount of \$35.00, payable to the “Delaware Secretary of State.”

Renewal of Registration of a mark under the provisions of the Delaware Code shall remain effective for a term of ten years from the original date of registration, unless otherwise canceled. Upon application filed within six months prior to the expiration of such term, the registration may be renewed for another ten-year period. The proper Application for Renewal of Registration of Trademark or Service Mark will be furnished by the Division of Corporations.

It is necessary that a specimen or facsimile of the mark, in **DUPLICATE**, accompany the Application for Renewal of Registration, one of which will be attached to the Application for filing in this Department, and the other will be attached to the Certificate of Registration issued by the Secretary of State and returned to the applicant.

In order to properly and efficiently process your documents, please prepare them using *black ink*. If you have any questions or concerns regarding the renewal of the mark, feel free to contact our office.

Please return all items to the attention of: **TRADEMARK FILINGS.**

Sincerely,

Department of State
Division of Corporations

*Special Instructions – Renewal of Trademark/Service Mark
Registration*

This form is to be used as a Template only. The following instructions will help you in correctly completing your Renewal Application. The instructions will be numbered to correspond with the article it is referencing.

- 1. The name of the applicant that owns the Mark must be listed and must match the records of the Division of Corporations.*
- 2. List the complete business address of the owner of the Mark.*
- 3. State of formation for business entities.*
- 4. (a) The description of the Mark as listed on the records of the Division of Corporations.*
- 4. (b) The date the Mark was registered with the Secretary of State of Delaware.*
- 4. (c) The classification number and name of the goods or services as registered with the Secretary of State.*
- 5. The law requires a statement that the Mark is still in use in the State of Delaware.*

Please feel free to call our office at 302-739-3073 for assistance in completing this form.

Sincerely,

Delaware Division of Corporations

Service Request Number: _____

Filed By: _____

File Date: _____

Time: _____

Filer's No. _____

NAME OF TRADE/SERVICE MARK: _____

FILE NUMBER: _____

SECTION NUMBER: _____

Type of Document: _____

Total filing fee \$35.00

OTHER _____

STATE OF _____ SS:
COUNTY OF _____

_____, being duly sworn, deposes and says that he is _____, of the above named applicant, that the statements contained in the foregoing statement are true and that he verily believes that said applicant is the owner of the mark sought to be renewed and that no other person has the right in the State of Delaware to use such mark either in the identical form thereof or in such resemblance thereto, as might be calculated to deceive or to be mistaken therefor.

SIGNATURE OF APPLICANT

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

NOTARY SEAL