PROCEDURES FOR TRADEMARK REGISTRATION

This information is intended to aid in the completion of the trademark registration form provided by the Oklahoma Secretary of State's office. Title 78 of the Oklahoma Statutes applies to all trademarks and labels. **PLEASE CONSULT THE STATUTES CAREFULLY.**

The availability of the proposed trademark name and/or design may be checked prior to registration by telephoning the **TRADEMARK DIVISION** of the Secretary of State's office at **(405)-521-3912.**

PROCEDURES

1. Prepare and file with the Secretary of State a signed application of trademark registration. Each item of the application form **must** be completed.

2. The trademark application **must** be accompanied by a specimen or facsimile of such trademark, **which shall be in a form compatible with electronic scanning.**

3. **Pay** to the Secretary of State a filing fee of **$50.00** for **each** classification the trademark will be registered for.

4. Make the check or money order payable to the Oklahoma Secretary of State. The trademark registration may be mailed or delivered in person to: Secretary of State, 421 N.W. 13th, Suite 210, Oklahoma City, Oklahoma 73103. Documents to be PROCESSED in person must be delivered to the Secretary of State's office between the hours of 8:00 a.m. and 4:00 p.m. (Monday-Friday).

5. A trademark shall be effective for an initial term of ten (10) years from the date of registration (Title 78, • 25).

INSTRUCTIONS

1. **TRADEMARK NAME AND/OR DESIGN:** The term **"trademark"** means any word, name, symbol, emblem, or device or any combination thereof adopted and used by a person to identify goods made or sold or services rendered by him and to distinguish them from goods made or sold or services rendered by others. If the trademark is to be a design, you **must** give a description of the design.

2. **DESCRIPTION:** A brief description of the goods or services the mark is used in connection with.

3. **MODE:** The mode or manner in which the mark is used in connection with the goods and services.

4. **CLASSIFICATION:** General classes of goods and services (listed on reverse side of this form) are established for convenience of administration of Title 78, but not to limit or extend the applicant's or registrant's rights. A single application for registration of a trademark may include any or all goods upon which or services with which the trademark is actually being used indicating the appropriate class or classes of goods or services. When a single application includes goods or services which fall within multiple classes, the Secretary of State shall require payment of a fee for **each** class.

5. **DATE OF USE:** The date when the trademark was first used **anywhere** and the date when it was first used **in Oklahoma** by the applicant or his predecessor in business.

6. **APPLICANT'S NAME:** The term **"APPLICANT"** embraces the person filing an application for registration of a trademark under Title 78, his legal representatives, successors or assigns. The term **"PERSON"** means any individual, firm, partnership, corporation, association, union or other organization.

7. **APPLICANT'S ADDRESS**: The business address of the person applying for trademark registration.

8. **APPLICANT IS:** Select the one that applies to the applicant.

Classes established by Title 78, Section 29 are as follows:

(a) Goods

1. Raw or partly prepared materials
2. Receptacles
3. Baggage, animal equipment's, portfolios, and pocketbooks
4. Abrasives and polishing materials
5. Adhesives
6. Chemicals and chemical compositions
7. Cordage
8. Smokers' articles, not including tobacco products
9. Explosives, firearms, equipment's, and projectiles
10. Fertilizers
11. Inks and inking materials
12. Construction materials
13. Hardware and plumbing and steam fitting supplies
14. Metals and metal castings and forgings
15. Oils and greases
16. Paints and painters' materials
17. Tobacco products
18. Medicines and pharmaceutical preparations
19. Vehicles
20. Linoleum and oiled cloth
21. Electrical apparatus, machines, and supplies
22. Games, toys, and sporting goods
23. Cutlery, machinery, and tools, and parts thereof
24. Laundry appliances and machines
25. Locks and safes
26. Measuring and scientific appliances
27. Horological instruments
28. Jewelry and precious metalware
29. Brooms, brushes, and dusters
30. Crockery, earthenware, and porcelain
31. Filters and refrigerators
32. Furniture and upholstery
33. Glassware
34. Heating, lighting, and ventilating apparatus
35. Belting, hose, machinery packing, and nonmetallic tires
36. Musical instruments and supplies
37. Paper and stationery
38. Prints and publications
39. Clothing
40. Fancy goods, furnishings, and notions
41. Canes, parasols, and umbrellas
42. Knitted, netted and textile fabrics, and substitutes therefor
43. Thread and yarn
44. Dental, medical, and surgical appliances
45. Soft drinks and carbonated waters
46. Foods and ingredients of foods
47. Merchandise not otherwise classified
48. Cosmetics and toilet preparations
49. Detergents and soaps

(b) Services

100. Miscellaneous
101. Advertising and business
102. Insurance and financial
103. Construction repair
104. Communication
105. Transportation and storage
106. Material treatment
107. Education and entertainment

FEE: $50.00 per class
Minimum: $50.00

PRINT CLEARLY

TRADEMARK REGISTRATION

TO: OKLAHOMA SECRETARY OF STATE
421 N.W. 13th, Suite 210
Oklahoma City, Oklahoma 73103
(405) 522-2520

The undersigned, in order to register a trademark in the state of Oklahoma pursuant to the provisions of 78 O.S., Section 23, here submits the following:

1. The trademark name and/or design: _____

_____

AND one specimen or facsimile of such trademark, **which shall be in a form compatible with electronic scanning** is **ATTACHED HERETO.**

2. A description of goods or services used in connection with the trademark: _____

_____

3. The mode or manner in which the mark is used in connection with the goods or services:

_____

4. The statutory classification(s) of such goods or services:
(See the procedure sheet for a list of general classes of goods and services.)

Class Number(s): _____

Class Name(s): _____

5. The date of first use of the trademark by the applicant or his/her predecessor in business:

(a.) Anywhere: _____; and (b.) in Oklahoma: _____

6. Applicant's full & exact name: _____

_____

7. Applicant's business address: _____

_____

8. Applicant is:

◯ an individual doing business as: _____

◯ incorporated in the state of: _____

◯ other legal entity: _____

The undersigned applicant is the owner of the trademark and no other person has the right to use such trademark in this state either in the identical form thereof or in such near resemblance thereto as might be calculated to deceive or to be mistaken therefor.

Signed this _____ day of _____, _____.

_____

Signature

_____

Title, if applicable

Oklahoma Secretary of State
Request to receive
documents electronically

No need to wait on your filed documents to be mailed back to you. If you would like your filed documents returned electronically, please complete and attach this form to your documents. Complete ALL information below to receive an email which will contain a link to retrieve your filed documents. (Please print or type clearly.)

☐ **Return filed documents electronically**

Receipt will read as follows:

PERSONAL or BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PHONE OR CELL: _____

EMAIL ADDRESS: _____

(It is critical that the email address is correct, or you may not receive the notification of filing)