

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

**Application for Renewal of Registration of
Trademark and/or Service Mark**

Dear Sir or Madam:

Attached please find a form for an Application for Renewal of Registration of Trademark and/or Service Mark to be filed in accordance with Section 3306 of the Delaware Trademark Act. The fee to file the application is \$100.00, and the fee for the Certificate of Registration, which will be issued by the Secretary of State, is \$50.00; which totals \$150.00 for the complete filing fee. Checks should be made payable to “Delaware Secretary of State.” Expedited services are available via 24 hour service; please consult our fee chart at corp.delaware.gov.

Marks can be renewed for successive 10 year terms by filing the Renewal application within six months prior to the expiration date of the mark.

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

For the convenience of processing your application in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form, including the Notarial page, and mail the completed forms to the attention of the Trademark/Service Mark Section. It is important that the execution be legible, we request that you print or type the name of the person signing under the signature line. Should you require further assistance in this or any other matter, please don't hesitate to call us at (302) 739-3073.

Sincerely,

Department of State
Division of Corporations

Special Instructions – Application for Renewal of Registration of Trademark/Service Mark

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

- 1. List the name of the applicant that owns the mark; the listed name must match the owner in the records of the Division of Corporations.*
- 2. Set forth the complete business address of the owner of the mark.*
- 3. Set forth the State of formation for the business entity.*
- 4. (a) The description of the mark as listed on the records of the Division of Corporations.*

(b) The date the mark was registered with the Secretary of State of Delaware.

(c) The classification number and name of the goods or services as registered with the Secretary of State.
- 5. A statement that the mark is still in use in the State of Delaware; no action required.*

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 \$150.00

OTHER _____

STATE OF DELAWARE
APPLICATION FOR RENEWAL OF REGISTRATION
OF TRADEMARK OR SERVICE MARK

1. Name of Applicant: _____

2. Business Address: _____

3. If a business entity, list State of formation: _____
4. **TRADEMARK** or **SERVICE MARK**:(Specify filing type*) _____
 - (a) Please describe mark in detail: _____

 - (b) Registered with the Secretary of State of the State of Delaware on: _____

 - (c) Class in which such goods or services fall: No. _____
Name of class: _____
5. The above Mark is still in use in the State of Delaware.

Signature of Applicant

Official Capacity

***PLEASE SEND A SPECIMEN OR FACSIMILE OF MARK IN DUPLICATE**

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and
says that they are _____,
of the above named applicant, that the statements contained in the foregoing statement are
true and that they verily believe 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