



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

## Instructions for Filing

### Renewal of Application of Registration of a Service Mark or 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.*

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## How to complete the form:

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

1. List the registration number. The registration number can be found by looking up your registration in the [Trademark/Service Mark Database](#).
2. Check the box to indicate if the renewal is for a Service Mark or a Trademark.
3. 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*.
4. List the principal business address.
5. The applicant or applicant's authorized representative must agree to the statement listed in the acknowledgement.

- 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).

Specimens you can submit for a **service mark** include the following:

- Business Card (with entire mark displayed).
- Letterhead (with entire mark displayed).
- Newspaper and magazine advertisements depicting the mark (the full-page ad).
- A web page printout where the mark is in use on the applicant's web page with the entire mark and applicant's web address visible on the page. (Social media is not acceptable).
- A photograph of marketing items such as a mug, ink pen, pencil, or notebook (with entire mark displayed).
- Menus, napkins, matchbooks used in restaurants, clubs and bars (with the entire mark displayed).
- Clear photograph of the entire mark displayed on a sign, billboard, marquis, store, shop, restaurant, medical facility, office building, vehicle, shirt or hat, etc.

## Signature

The applicant must appear before a Notary Public to sign the Service Mark or Trademark Renewal 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. The samples must be consistent with the description provided on the original application. 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.

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 Service Mark or Trademark 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.



## Renewal of Application of Registration of a Service Mark or Trademark

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FOR SECRETARY OF STATE USE ONLY

- Duration 10 years
- Renew one mark per application
- Filing Fee: \$50.00

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



1. Registration Number:		2. This renewal is for a: <b>CHECK ONE BOX ONLY</b>	
		Service Mark Trademark	
3. The applicant is a(an): <b>CHECK ONE BOX ONLY</b>			
Individual		Partnership	
Corporation		Limited Liability Company	
Union		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:			
4. Principal place of business:			
Street address:			
City/Town:		State:	Zip Code:
5. As the applicant or applicant's authorized representative, I declare the mark is still 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 services it will cause confusion, mistake or deception.			

**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)



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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: