



**OFFICE OF THE SECRETARY OF STATE**  
**Trademark Division**  
 16 Francis St.  
 1<sup>st</sup> Floor  
 Annapolis, Maryland 21401  
 410-974-5521  
<http://sos.maryland.gov/trademark>

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

**DO NOT WRITE IN SHADED AREA**

Date Processed: ___/___/_____	Processed By:  : _____	Registration No.:
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**IMPORTANT: READ GENERAL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION**

In compliance with Maryland State law the undersigned, having adopted and used a trademark or service mark in this State and desiring to file the same for public record in the Office of the Secretary of State of Maryland, does hereby certify the following:

1. Name of Applicant or Name of Mark: \_\_\_\_\_

2. \_\_\_\_\_  
 Principal Business Address City Zip Code

\_\_\_\_\_  
 Mailing Address (if different from principal address) City Zip Code

3. Applicant is (check one) Individual  Corporation  Partnership  LLC

4. If applicant is a corporation, partnership, or LLC, indicate the State of incorporation: \_\_\_\_\_

**Important:** To ensure proper notification at the time of renewal registration, you must advise this office of any change of address.

5. Telephone number of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

6. Type of mark desired (check one):  Trade  Service

7. Class Number and Title: \_\_\_\_\_ (A separate application must be filed for each class in which a registration of the mark is sought.)

8. Describe the **mark** as it appears. This description is the way the mark will be registered (50 word max)

9. (a) If a trademark, what goods are offered or sold under the mark? OR (b) if a service mark, what services are provided under the mark (50 word max)

**APPLICATION FOR REGISTRATION OF TRADEMARK OR SERVICE MARK**  
**(page 2)**

10. **Specify** how the mark is actually being used on or in connection with the **goods** or **services** (Max of 50 words):

11. Date when mark was first used anywhere (give month, day and year): \_\_\_\_\_

12. Date when the mark was first used by the applicant in Maryland (give month, day, year): \_\_\_\_\_

13: **If this is a Renewal:** Is this trade \_\_\_\_ service \_\_\_\_ mark still in use in Maryland? \_\_\_\_ yes \_\_\_\_ no

I hereby certify that the applicant is the owner of this mark, the mark is in use, the specimens filed herewith are true and correct and that another person does not have the right to use this mark in the State of Maryland, and that this mark is not deceptively similar to a mark that another person has a right to use in the State of Maryland. I solemnly affirm, under penalties of perjury, that the contents of this document are true to the best of my knowledge, information, and belief.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Official Title (if signing for an entity): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Mail to the Secretary of State, at the above address, the following:

- 1) This completed application.
- 2) Three (3) specimens of the mark as currently used. May be 3 samples of the same specimen.
- 3) A filing fee of \$50.00 payable to the Secretary of State. Filing fees are non-refundable and non-transferable.

Keep a copy of your submitted application and specimens for your records.

**Disclaimer:** This form, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form. Questions should be addressed to the user's legal, business or tax advisor(s).

**Maryland Office of the Secretary of State of Maryland**  
**Trademark/Service Mark Division**  
**16 Francis Street**  
**1<sup>st</sup> floor**  
**Annapolis, MD 21401**  
**410-974**

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**INSTRUCTION FOR COMPLETING THE  
TRADEMARK/SERVICE MARK APPLICATION**

1. **Name of Applicant:** If the applicant is a business, enter the true name of the business, corporation, LLC or Partnership. If you want the Mark to be owned by the company, you will need to first have your company registered with the State Department of Assessment & Taxation (SDAT). Contact the office at (410) 767-1184, or the Maryland Business Express link on the website DAT.Maryland.gov.
2. **Applicant is:** Check the box which corresponds to the type of company that will own the Mark. If your type of company isn't listed, you may write in the correct type. If there is a company's name on line 1, then "individual" can't be checked. Same is true if a person is listed as the applicant, "corporation" can't be checked.
3. **State where the business is registered:** Any business should be registered with a state of your choosing. List that state on this line.
4. **Address of Applicant:** This could be the businesses address if it's the applicant or the person's address. Keep in mind that if you should move, we should be notified so we can send your renewal and any other notices pertinent to your Mark.
5. **Contact Information of applicant:** This is a phone number and/or email we will use to contact you to ask questions.
6. **Type of Mark Desired:** (check one) A trade mark should be checked if you are selling a product. This could be any product, such as: clothing, cosmetics, toys, jewelry, etc. A service mark should be used for a service you provide, such as: yoga instructor, doctor, car mechanic, beautician, etc.
7. **Class Code and Title:** The first 52 classifications are for goods that you are selling and will be the class of items your trademark will cover. The 33 lower classifications are for services, and will be tied to your service mark. If you have chosen the miscellaneous class, write a description of your goods or services on this line. The class you list will be the ONLY class your trade/service mark will cover. Example: you are selling T-Shirts that compliment your yoga class. You will need 2 Marks, a service mark for your yoga services and a trademark for the T-shirts you are selling. Only one class code per application.
8. **Describe your mark:** Describe in a few words your logo, slogan or phrase. Your description can't be your company's name. Example: If it's words surrounding a globe with a star flying across the top, list all those items in your description. If colors are important list that. The Secretary of State's Office has the right to shorten your description to fit in the area reserved on your certificate.
9. **Describe the Goods/Services with which the mark is used:** This is a description of the products/services your company sells. For a trade/service mark you will list the goods/services. List only goods/services that fall into the classification this application is for. Examples: T-shirts, rehabilitation services, e-cigs, tires, car detailing, burial services, landscaping, groceries, etc.
10. **Specify how the mark is actually being used:** List all the ways this Mark **IS** being used. For goods this could include: packaging, websites, advertising, labels, signs, etc. For services: this could include: websites, signs, uniforms, advertising, banners, etc. You must include three

(3) reproductions or specimens of the mark **as used.**

11. **Date when the mark was first used anywhere:**  
List the date you first starting using it anywhere, not just in Maryland.
12. **Date when the Mark was first used by the applicant in Maryland:** This date might be the same as the date for #11 if you first used it in Maryland. Otherwise write the date you started using it in Maryland.
13. **If this is a renewal:** If it's not a renewal, ignore this question. If this is a renewal check the area for "trade" or "service" and whether you are still using it. If you have the original certificate, list the registration number in this section to make it easier to get it renewed.
14. **There is NO question that should be left blank except the renewal questions; and NO question should have the same answer.**
15. The last section must be read thoroughly and then signed if accepted by a qualified person for the business or the person applying for the Mark. Then date it the current date. The bottom line asks that you print your name and title, legibly, because we need it for our records.
16. Now that the application is complete, you will need to include a check or money order for \$50 made out to the Secretary of State.
17. You will also need 3 specimens of how the Mark **IS BEING USED IN COMMERCE.** These should be **Different** specimens. It could be one of these: advertising online or in a paper, packaging, labels, invoices/proposals, T-shirts, websites, brochures/catalogues, pictures of signs or vehicles, anything that shows the Mark being used. Specimens that are not accepted are business cards or letterhead, or the logo just printed on paper. It must show how the Mark is being used. The Secretary of State keeps these in your file for reference if a question comes up at a later time.

## **CLASSIFICATION LIST**

1. **Goods.** The classes of goods are as follows:
  1. Raw or partly prepared materials
  2. Animal products
  3. Baggage, animal equipment, portfolios, and pocketbooks
  4. Music and Audio
  5. Candles and essential oils
  6. Chemicals and chemical compositions
  7. Computers and peripherals
  8. Smokers' articles, not including tobacco products
  9. Explosives, firearms, equipment, and projectiles
  10. Fertilizers
  11. Applications and software
  12. Construction materials
  13. Hardware, plumbing and steam-fitting supplies
  14. Flowers and plants
  15. Oils and greases
  16. Cannabis
  17. Novelties and souvenirs
  18. Medicines and pharmaceutical preparations
  19. Vehicles
  20. Small and large appliances
  21. Electrical apparatus, machines, and supplies
  22. Games, toys, and sporting goods
  23. Cutlery, machinery, and tools, and parts thereof
  24. Boats and marine items
  25. Educational materials
  26. Measuring and scientific appliances
  27. Horological instruments
  28. Jewelry and precious metal ware
  29. Eyewear
  30. Crockery, earthenware, and porcelain
  31. Home goods
  32. Furniture and upholstery
  33. Glassware
  34. Heating, lighting, and ventilating apparatus
  35. Belting, hose, machinery packing, and non-metallic tires
  36. Musical instruments and supplies
  37. Paper stationery
  38. Prints and publications
  39. Clothing
  40. Fancy goods, furnishings, and notions
  41. Office goods
  42. Knitted, netted, and textile fabrics, and substitutes thereof
  43. Security devices
  44. Dental, medical, and surgical supplies
  45. Soft drinks and carbonated waters
  46. Food and ingredients of food
  47. Wines
  48. Malt beverages and liquors
  49. Distilled alcoholic liquors
  50. Merchandise not otherwise classified
  51. Cosmetics and toiletries
  52. Detergents and soaps
2. **Services.** The classes of services are as follows:
  53. Miscellaneous
  54. Advertising and business
  55. Insurance and financial
  56. Construction and repair
  57. Communications
  58. Transportation and storage
  59. Material treatment
  60. Education and entertainment
  61. Employment and employee benefits
  62. Gardening and farming
  63. Shipping and packaging
  64. Government services
  65. Hospitality and lodging
  66. Community service and volunteering
  67. Religious services and charity
  68. Senior services
  69. Research and development
  70. Animal and pest
  71. Social clubs
  72. Security and police
  73. Artistry and design
  74. Real estate and settlement
  75. Mental health and wellness
  76. Medical, vision, and dental health
  77. Restaurant and food preparation
  78. Fitness and beauty
  79. Janitorial and landscape
  80. Legal and consulting
  81. Sports and recreation
  82. Child services
  83. Funeral
  84. Recycling and disposal
  85. Cannabis services