1. **The Applicant** is the owner of the mark; who controls the product or services. State the name and address of the individual, partnership, corporation, association, union or other organization filing this Application. Include the full name of a business entity as it was incorporated or organized.

2. **For Trademarks:** If this application relates to a mark used in connection with **goods**, list either the address of the applicant's principal place of business in North Carolina or a place of distribution and usage of the **goods** in this State. **For Service Marks:** If this application relates to a mark used in connection with **services**, list a physical location at which the **services** are being rendered or offered in this State.

3. **Complete** this section only if you are applying for a trademark.

4. **Complete** this section only if you are applying for a service mark.

5. **Identify** whether this form is submitted for the purpose of an Initial registration or Renewal of an existing registration. The filing fee for an initial registration is $50.00. The filing fee for a renewal is $35.00. **These fees are non-refundable.** Please do not send cash. Make checks and money orders payable to the NC Department of the Secretary of State.

   Three (3) original specimens of the mark as currently used must be filed along with this application for both an initial registration and a renewal. **Photocopies, drawings, blueprints, faxes, computer printouts or camera-ready layouts are NOT accepted as specimens.** See NC General Statute 80-1 (g) for further definition of “use” in this State.

6. **Identify** whether the Applicant is a person, sole proprietor or other form of entity. If the applicant is a corporation or limited liability company, include the state of incorporation or organization. (This should match how you identified Applicant in #1.)

7. **Identify** the specific **goods** or **services** in connection with which the mark is used.

   **Example of goods:** “This Trademark is used in connection with the production of BBQ sauce or a brand name of clothing.”

   **Example of services:** “This Service Mark is used in connection with restaurant services.”

8. **Identify** what the mark is. If the mark is only a word, insert that word in the space provided. If a specific design is part of the mark to be registered, you must describe that design. **Do not draw or tape a design to this application. Any design features must have a written description.** You may attach additional pages if extra space is needed for the description.

9. **Insert** the class number and title of the mark to be registered. Class numbers and titles for goods and services may be found in How to Register a Trademark or Service Mark in North Carolina, a publication of the North Carolina Department of the Secretary of State, or on the Internet at the following address: http://www.sosnc.com and scroll down to Trademarks.

10. A mark **must be in use** in the State of NC **prior** to registration. State the date the mark was first used (1) in North Carolina, and (2) anywhere.

11. **State** the name and title of the person signing this application. The applicant must sign the application if the applicant is an individual or sole proprietor. If the applicant is not an individual or sole proprietor, the application must be signed by a partner, manager of a limited liability company, or officer of a corporation who is authorized to execute this application on behalf of the applicant. If a person acting under a power of attorney from the applicant signs the application, an original power of attorney or certified copy of that document must accompany this application.

   The application must be verified by a Notary Public, who must properly execute the verification and affix his/her seal in the space provided. Please make sure that all spaces in the verification have been filled in.

   **How to contact the Trademark Section:**
   North Carolina Department of the Secretary of State
   Trademark Section
   Post Office Box 29622
   Raleigh, North Carolina 27626-0622

   Trademark Phone: 919-807-2162
   Trademark Fax: 919-807-2215
   E-mail: trademrk@sosnc.com