

Instructions: Statement of Trademark Registration of an Individual Resident of Colorado

Use these instructions when completing a Statement of Trademark Registration of an Individual Resident of Colorado pursuant to § 7-70-102 and Part 3 of Article 90 of Title 7 of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when submitting the document for filing. Mistakes may have legal consequences: review the information provided carefully. The Colorado Secretary of State's office cannot provide legal advice. Questions should be addressed to the user's legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Information included in the document must be in English, typewritten or machine printed, and must state the name and address of at least one individual causing the document to be delivered for filing. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our Web site, www.sos.state.co.us.

Instructions

True Name: The last name and first name of the individual registering the trademark must be provided. A middle name and suffix are optional. Examples of a suffix include Jr., Sr., and II. A title such as Dr., Ms., Mrs. or Mr. is *not* a suffix and will result in future mailings being addressed to "John Smith Mr." if entered into the suffix field.

Example: Smith John II
(Last) (First) (Middle) (Suffix)

Principal Address:

Street Address: Provide the street name and number, including the suite, unit or apartment number, if applicable. The city, state, and ZIP code must also be provided. Any address outside of the United States must include the country and, if applicable, the province. The street address must be a physical address and **cannot** be a post office box.

Example: 123 N. Main Street, Apt 101
Denver, Colorado 80202

Mailing Address: Include a mailing address only if the mailing address is different than the street address, or mail cannot be delivered to the street address. The address should include the city, state and ZIP code where mail is to be delivered. Any address outside of the United States must include the country and, if applicable, the province.

Example: P.O. Box 854
Lakewood, Colorado 80228

Type of Trademark: Select whether the trademark is a standard character or special form trademark by selecting either the "Standard Character Trademark" button OR the "Special Form Trademark" button.

Standard Character Trademark: If the trademark consists of words only, provide the word or phrase, using English letters, Roman or Arabic numerals, and punctuation marks that make up the trademark.

Note: A Statement of Trademark Registration of a standard character trademark **MUST** include the attachment of a specimen of how the trademark is used.

Special Form Trademark: If the trademark contains words with special characters, font, formatting and/or a picture, it is a special form trademark. A detailed description of the special form trademark must be included in the space provided. Selecting the special form trademark button also requires attachment of a drawing or picture of the trademark. The Manage Attachments page will appear after selecting "Submit" and will allow a PDF or JPEG document to be included as part of the filed document.

Note: A Statement of Trademark Registration of a special form trademark MUST include two attachments, the drawing or picture of the trademark AND a specimen of how the trademark is used. These can be attached as two separate files or can be combined into one file.

Description of Goods or Services: Provide a detailed description of the type(s) of goods or services with which the trademark is used.

Class of Goods or Services: Select the class code corresponding to the goods or services described above. (A list of class codes can be found at the end of these instructions.) Information regarding the class codes can be found on the United States Patent and Trademark Office's Web site, <http://www.uspto.gov>. In addition, a search may be performed at <http://tess2.uspto.gov/netahhtml/tidm.html> to help determine the proper class for the goods or services.

Description of Attached Specimen: A specimen of how the trademark is being used by the registrant must be attached, and a description of the attached specimen must be provided. Examples of specimens include a picture of the company's logo on one of the company's delivery trucks or a copy of the company's letterhead that displays the trademark. After selecting "Submit" at the bottom of the online form, the Manage Attachments page will appear and allow for the attachment of the sample specimen as a PDF or JPEG document.

Date of First Use: Provide the date the trademark was first used in Colorado by the registrant or by the registrant's predecessor in interest. The date must be provided in the following format: mm/dd/yyyy.

Statement Regarding Trademark: The statement regarding the registrant's use of the trademark is required pursuant to [§ 7-70-102 \(2\)](#), C.R.S.

Additional Information: Select the "No" button if no additional information will be attached. Select the "Yes" button if additional information is permitted or required by law to be included in the document. After selecting "Submit" at the bottom of the online form, the Manage Attachments page will appear and allow for the attachment of the additional information as a plain text, PDF, or JPEG document.

Notice: This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

Individual Causing Delivery: Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes. Provide the last name and first name of at least one individual causing the document to be delivered for filing. A middle name and suffix are optional. The mailing address, including the city, state and ZIP code, must be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John

123 N. Main St., Apt 101

Denver, Colorado 80122

Additional Individuals Causing Delivery: Select the "YES" button to include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. Middle name and suffix are optional. Also provide the mailing address, including the city, state and ZIP code. Any address outside of the United States must include the country and, if applicable, the province.

Disclaimer: These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related 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 attorney.

Classes of Goods or Services*

GOODS	
001 Chemicals 002 Paints 003 Cosmetics and Cleaning Preparations 004 Lubricants and Fuels 005 Pharmaceuticals 006 Metal Goods 007 Machinery 008 Hand Tools 009 Electrical and Scientific Apparatus 010 Medical Apparatus 011 Environmental Control Apparatus 012 Vehicles 013 Firearms 014 Jewelry 015 Musical Instruments 016 Paper Goods and Printed Matter 017 Rubber Goods	018 Leather Goods 019 Non-metallic Building Materials 020 Furniture 021 Housewares and Glass 022 Cordage and Fibers 023 Yarns and Threads 024 Fabrics 025 Clothing 026 Fancy Goods 027 Floor Coverings 028 Toys and Sporting Goods 029 Meats and Processed Foods 030 Staple Foods 031 Natural Agricultural Products 032 Light Beverages 033 Wines and Spirits 034 Smokers' Articles
SERVICES	
035 Advertising and Business 036 Insurance and Financial 037 Construction and Repair 038 Communication 039 Transportation and Storage 040 Material Treatment	041 Education and Entertainment 042 Computer, Scientific and Legal 043 Hotels and Restaurants 044 Medical, Beauty and Agricultural 045 Personal

* The list of goods and services conforms to the United States patent and trademark office's International Schedule of Goods and Services as of May 29, 2007 and as published in 37 C.F.R. § 6.1. For more information refer to § 7-70-101 (1), C.R.S.