

Instructions: Statement of Renewal of Trademark Registration of an Individual Not a Resident of Colorado or an Entity Not Required to Maintain a Registered Agent

Use these instructions when completing a Statement of Renewal of Trademark Registration of an Individual Not a Resident of Colorado or an Entity Not Required to Maintain a Registered Agent pursuant to § 7-70-104, the Trademark Act (Article 70 of Title 7, C.R.S.) as repealed and reenacted May 29, 2007, and Part 3 of Article 90 of Title 7 of the Colorado Revised Statutes (C.R.S.).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

***Note:** If the pre-filled information is incorrect, the appropriate form must be submitted for filing to change or correct the information. Pre-filled fields are noted below.*

True Name: The True Name field will be pre-filled with the true name of the individual or entity exactly as such name is recorded by the Colorado Secretary of State's Office.

Trademark ID Number: The ID Number field will be pre-filled with the 11 digit number assigned to the record by the Colorado Secretary of State.

Trademark: The Trademark field will be pre-filled with the trademark exactly as it is recorded by the Colorado Secretary of State's Office. If the trademark is a standard character trademark, the field will be pre-filled with the characters constituting the trademark. If the trademark is a special form trademark, the field will be pre-filled with the description of the trademark.

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

Mailing Address same as Street Address: If the mailing address is the same as the street address, or is no longer valid, remove the mailing address by deleting all of the pre-filled mailing address information and select the "Yes" button.

Service of Process Selection: Select a button to indicate how the individual, who is not a resident of Colorado, will receive service of process. Select either the service of process mailing address button OR the registered agent button.

Service of Process Mailing Address: If the entity is not required to maintain a registered agent or the individual not a resident of Colorado does not maintain a registered agent in Colorado, provide a mailing address for service of process, including the city, state and ZIP code. Any address outside of the United States must include the country and, if applicable, the province.

Registered Agent Name: If the individual not a resident of Colorado maintains a registered agent in Colorado or the entity elects to maintain a registered agent, provide the name of the registered agent. A registered agent must be one of the following: an individual, age 18 years or older whose primary residence or usual place of business is in Colorado, a domestic entity having a usual place of business in Colorado or a foreign entity authorized to transact business or conduct activities in Colorado that has a usual place of business in Colorado. When providing the registered agent's name only list the individual name or the entity name of the registered agent. Do not provide both names. For legal authority, refer to [§ 7-90-701](#), C.R.S.

Registered Agent Street Address: Provide the street name and number, including the suite, unit or apartment number, if applicable, of the registered agent's street address. The city and ZIP code must also be provided. The state field will be pre-filled with "CO". If the registered agent is an entity, provide the street address of the registered agent's usual place of business in Colorado. If the registered agent is an individual, provide the street address of either the registered agent's primary residence in Colorado or registered agent's usual place of business in Colorado. The street address must be a physical address and **cannot** be a post office box.

Registered Agent Mailing Address: If the registered agent's mailing address is different from the registered agent's street address, or mail can not be delivered to the street address, provide an address in Colorado where mail may be delivered. The state field will be pre-filled with "CO". A city and ZIP code must also be provided.

Statement Regarding Registered Agent Consent: The registered agent must consent to being appointed as the registered agent for the non-reporting entity. The statement regarding registered agent consent is required pursuant to [§ 7-90-701 \(3\)](#), C.R.S.

Goods or Services No Longer Used: If the trademark is no longer used in connection with certain goods or services, state those goods or services.

Registrant's Use of Trademark: The statements regarding the registrant's use of the trademark are required pursuant to [§ 7-70-104 \(3\)](#), C.R.S.

Attached Current Specimen: A specimen of how the trademark is being used by the registrant must be attached. 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.

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 and 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.