

Please
Do Not
Staple

TSR
58-06

KANSAS SECRETARY OF STATE
Trademark or Service Mark Renewal
Instructions

Kansas Office of the Secretary of State:

Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue kssos@sos.ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

The following form **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

Stay up-to-date on your trademark or service mark status, expiration date, and contact address at **www.sos.ks.gov**.

General Information

<input type="checkbox"/> Renewal	Kansas trademark or service mark registrations last for five (5) years and may be renewed for additional five (5) year periods using this form. A registration may be renewed during the six (6) months immediately preceding the expiration date of the current term of registration. Renewal applications must be received with all correct information statutorily required on or before the current term of registration expires. <i>If the renewal application is not filed on or before the current registration's term expires, a new application for registration must be made.</i>
<input type="checkbox"/> Mark has changed	If either the mark or the classification of the goods or services has substantially changed from the original registration, a new registration for the altered mark or new classification must be made.
<input type="checkbox"/> Filing fee	The filing fee for the application is \$40 .
<input type="checkbox"/> Payment	Please enclose a check or money order payable to the Secretary of State. Forms received without the appropriate fee will be rejected. Please do not send cash. NOTICE: There is a \$25 service fee for all checks returned by your financial institution.
<input type="checkbox"/> Submission	Submit your renewal application and filing fee by mail to the Secretary of State. After successful processing, we will return a certificate of registration for the new term of registration to the applicant/owner or, upon request, to the submitter.

Instructions for Renewal Application

(Note: Information can be found on the original application.)

<input type="checkbox"/> 1. Trademark or Service mark ID number	This ID number and mark name can be found on your original application. You may visit www.sos.ks.gov and conduct a trademark/service mark search in our database to obtain this information.
<input type="checkbox"/> 2. Trademark or Service mark name	
<input type="checkbox"/> 3. Name of applicant/owner	Only the applicant/owner of record may file a renewal. If ownership of the mark has been assigned, or the name of the applicant/owner has changed, the assignment or change of applicant/owner name must be filed with the renewal application. Please see forms TSS and TSN at www.sos.ks.gov .
<input type="checkbox"/> 4. Business address of current applicant/owner	If the current applicant/owner address has changed list the new address.
<input type="checkbox"/> 5. The following must be included with renewal	<input type="checkbox"/> Specimen <input type="checkbox"/> \$40 Filing Fee

6. Appropriate specimens

A registration cannot be renewed if the mark is no longer in use in Kansas commerce. A specimen supporting use of the mark must be included.

Trademarks

Acceptable specimens include actual labels or tags affixed to, or containers used with, the goods. A photograph of an actual display that appears in immediate proximity to the goods (“point-of-sale” display) is also an acceptable specimen. Brochures that advertise that product are not sufficient.

Service Marks

Acceptable specimens include actual materials used in selling or advertising the services, such as menus, newspaper advertisements, coupons, brochures, flyers and the like. To serve as specimens, advertising materials (including letterhead or business cards) must contain some understandable reference to the services described in the application and contact information to obtain the services.

7. Signature

The applicant/owner named must sign the application. An application made by a business entity must be signed by an authorized person. Before signing, carefully review the application.

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THIS SPACE FOR OFFICE USE ONLY.

1. **Trademark or service mark ID number**

2. **Trademark or service mark name**

3. **Name of applicant/owner**

Owner of mark—individual, corporation, or other entity.

4. **Applicant/owner business address**

Address will be used to send official mail from the Kansas Secretary of State's Office.

Do not leave blank.

Address			
City	State	Zip	Country

5. **The following must be included with renewal**

Specimen \$40 Filing Fee

6. **Specimen**

Check the applicable box and enclose one (1) original specimen.

For Trademarks Only

- Actual Labels/Stickers on Products
- Actual Tags
- Photographs of Goods/Containers Showing the Mark
- Front Panels of a Paper Container Bearing the Mark
- Other

Other

For Service Marks Only

(Reference services and contact information to obtain services.)

- Advertising Leaflets
- Advertising Brochures
- Webpage Showing the URL Address
- Menus Showing the Mark
- Business Card that References Services
- Other

Other

7. **The mark has been and is still in use within the state of Kansas by the applicant/owner in the form and manner specified in the original application of registration. I certify under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.**

Signature of Applicant / Owner

X

Name of Applicant / Owner (printed or typed)