

**ATTACHMENT B**

**SOLICITATION 52PAPT201008**

**BUSINESS RULES AND PROCEDURES FOR  
ACCEPTING TRADEMARK PROCESS FEES  
JANUARY 28, 2002**

## **Introduction**

The Revenue Accounting and Management (RAM) system replaced the Cash Receipts/ Deposit Accounts (CRDA) system to record and track fee payments at the Patent and Trademark Office (PTO) on June 2, 1997. RAM provides additional information and accounting functionality not available from the CRDA system. RAM allows for processing payments received by cash, check, automated clearing-house (ACH), credit card, and PTO deposit account. RAM is capable of processing deposit account and check payments in the same transaction and initiating refunds. RAM interfaces with the Federal Financial System (FFS) to permit daily financial transaction updates, remote access to a credit card service bureau to permit credit card verification, and initially, interfaces between PALM and PACE. A touch-tone telephone voice response system allows customers access to their deposit account balances and activity.

## **Processing Procedures**

RAM will calculate the amount due by the amount of the fee code (previously set in the system) and the quantity (number of requests and/or classes) recorded for each fee code to each serial number or registration number. RAM will not permit partial payment of a single fee amount. Fees received for less than the full amount of a single class will be processed by the responsible Office based on the business rules for the fee code. RAM will permit a deposit account authorization to be used to supplement less than full payments received by check.

If the total amount of the payment is less than sufficient to cover the combined total of the fee items submitted, the RAM operator will need to consult the papers to determine which items are not properly funded or if a refund should be generated. RAM will allow the operator to generate a partial refund at the time the fees are processed. Checks will be returned unprocessed by the Office if fees are less than the full amount of a single fee. For this reason, the RAM operators will need to understand the Trademark business rules and procedures for accepting and refunding fee payments.

*For new applications with insufficient fees, the fee sheet should be stamped "Insufficient Fee" and the application scanned and routed to Assembly, except as noted below, effective Dec 18, 2001 and until further notice. Flatwork with insufficient fees are scanned and then forwarded, with the unprocessed check, to Tamara Spiro in the A/C's Office, except as noted below, effective Dec 18, 2001 and until further notice.*

*In the event of receipt of flatwork or new applications with an authorization to charge a particular fee to applicant's deposit account and there is insufficient funds in the deposit account due to the fact that applicant's check to replenish the deposit account has not reached the Office of Finance as a result of the mail delay, the following procedures should be followed:*

- *Contact applicant's representative by telephone to notify him or her that there are insufficient funds in the deposit account. Record on applicant's communication authorizing the charge of the fee to a deposit account the date and time that applicant's representative was contacted by the USPTO and that the Vistrionix contractor made the contact.*
- *Inform applicant's representative that he or she has 24 hours to either:*
  - *replenish the deposit account by credit card or electronic funds transfer (EFT) using the USPTO website at <<<http://rampsdev.uspto.gov/ram26/default.htm>>> or*
  - *fax a copy of the credit card payment form, PTO-2038 to the Office authorizing the Office to charge the particular fee in question to a credit card.*
- *In the event that applicant does not replenish the deposit account or authorize payment of the fee by credit card within 24 hours from the time the Office contacted applicant's representative as noted above, stamp the paper or the fee sheet, INSUFFICIENT FUNDS, and continue the processing as normal.*

*If refunds are processed during the initial fee process as the result of less than full payment, the associated papers will be forwarded to the Office responsible for processing the request. All other papers are sent to the responsible Office for processing as determined by the request.*

### **Background**

The Office does not presently request, and applicants do not always provide, information that identifies the allocation of fees as payment for the processing of trademark related requests. In the event that information relating to the payment of fees is not complete, or where fees are less than required to satisfy all requests included in the application, the following business rules and procedures will apply.

If insufficient information is received to satisfy a request, and the business rules and procedures are not clear on how to proceed, the contractor should check with the COTR.

### **Credit Card Payments**

Payments of fees by credit card are accepted for applications that are received in paper or filed electronically through the Trademark Electronic Application System (TEAS). Credit card payments for TEAS applications are processed electronically through RAM.

### **Deposit Account Payments**

Payments that are authorized by deposit account are to be applied for the *full* amount of the fees including number of classes that are due upon filing. If the application clearly indicates the number of classes that are included in the application, the deposit account will be charged for that number. If the application does not specify a class number or indicate the international application class number(s) that the application has been filed, fees should be charged for one class for all that apply.

### **Recording Trademark Fees**

Trademark process fees (300 series fee codes) are to be recorded in RAM by the serial number or registration number of the mark (trademark).

Initial requests or an application to register a mark will not be received with a serial number. As a rule, serial numbers are assigned by the Office and papers inserted into a file prior to fees being recorded. Customers who hand deliver applications or requests for other services may pay the fees in person prior to a serial number being assigned. For papers that are received without a serial number, fees will be recorded initially in RAM using the last name of the customer or business. Application papers will then be serialized and returned to the RAM operator for the name to be replaced with the serial number.

### **Serial Number**

The serial number is an 8-digit number that begins with a 2 digit prefix followed by 6 digits (example: 75/800,000). Serial numbers are assigned to new applications in order by mail room date and processed in batches of 25. Serial numbers are entered in RAM by using a bar code reader to scan the label on the back of the file jacket. Serial numbers from individual papers will be key entered to apply the fee against the serial number record in RAM.

Series codes have been in use since 1905 beginning with 70. Serial number prefix (series code) 75 has been in use since October 1, 1995. Series code 76 was first used in March 2000 for paper filed applications at the same time that series code 78 was implemented for electronically filed e-TEAS applications.

### **Registration Number**

Registration numbers are assigned by the Office when the registration is issued (application examination is complete). The registration number is a 7 digit number (example: 2000000) without a common prefix.

Requests for post registration processing (fee codes 365 through 374 and 380 to 382) will usually be filed with the 7-digit registration number, not the serial number. Fees may be recorded in RAM by the registration number although

the serial number can be used if it is available on the request. Serial numbers submitted with post registration requests will almost always begin with a prefix less than 75.

### **Mail and Receipt Date**

The Mail Date and the Receipt Date are usually the same date with some exceptions.

The Mailroom staff applies the mail date based on the actual receipt or delivery date for everything but new applications that are received under 1.10 or USPS express mail. Applications filed by USPS express mail receive the USPS mail date as the PTO filing date – see special instructions on assigning mail dates.

Applicants filing applications other than the initial application for registration may claim a filing date under 1.8, based on the date the application is mailed. If the applicant is claiming an earlier filing date, that date would be used as the “mail date” in RAM. The “receipt date” would be the Mailroom applied mail date.

Applicants may claim an earlier filing date than the actual “mail date” or “receipt date” to correct an Office error. The Office may grant an earlier filing date in which case the application filing fees would be based on the fee schedule in effect on the date of the previously filed application.

The “mail date” in RAM is associated with the fee schedule that is in effect on that date.

The “receipt date” is the date we actually receive the application.

### **Fees Subject to Multiple Class Payments**

Most of the fees in the 300 fee code series, trademark process fees, are paid based on the number of classes identified in the application request. Applications to register a trademark, and subsequent requests, are based on an international classification system of goods or services that are numbered from 1 to 42. Each class is regarded as a separate application for fee purposes. Fees are paid in multiples of the fee amount for those fees that are based on classes.

For the purpose of processing fees, payment for only one class for a multiple-class application may be necessary at the time the request is initially filed. In cases where combined requests are received at the same time, unless specified otherwise, fees should be applied to satisfy the minimum fee payment for each class before multiple classes are credited to ensure fees are sufficient to cover the requests.

In cases where a payment is received without a reference to the number of classes or parties, the full amount of the fee payment equal to the fee code amount and quantity will be applied to the request. A refund would only be processed if an amount were to remain that was less than a single fee (code) amount.

Additional fees may be required and paid later if fees for less than the total number of classes included in the application are not paid at the time of filing.

### **TRADEMARK FEES**

Trademark process fees (300 series fee codes), service fees (400 series fee codes), and, fastener recordal fees (fee codes 650, 651, 652) will be processed on-site in the South Tower Building (STB). Papers received from in-coming mail for service requests that are charged to other than these fees will be routed by the Mailroom staff to the appropriate Office. In cases where a combined request or patent fees are received, the RAM operator will process the 300 series fees and suspend fee processing to allow the appropriate Office to complete the RAM transaction.

### **Fee Code 361 - Application for Registration**

Applications for registration or for registering a trademark may be filed based on current use in commerce under §1(a), a bona fide intention to use the mark in commerce under §1(b) or based on a foreign registration under §44. For a single-class application, only one filing fee is required.

An application that involves more than one class of goods or services is called a combined or multiple-class application. For an application that contains more than one class, a filing fee for each class is required before the application will be approved for publication or registration. A combined (multiple-class) application must include the fee for at least one class to receive a filing date.

Prior to approval for publication in the *Official Gazette*, the applicant must pay fees for any outstanding classes that were not paid at the time of filing the application. Responses to Law Office actions may include payment of additional application fees.

#### **Fee Code 362 - Amendment to Allege Use**

The requirement to file an amendment to allege use (AAU) applies only to applications based on §1(b). AAUs are normally filed *after* the initial application. Specimens are included with the AAU.

Fees should be applied to the original application serial number. For the purpose of meeting the minimum requirements for filing an AAU, the applicant must file the fee for at least one class of goods and services although the fee is required for all classes included in the AAU.

An Allegation of Use for Intent to Use form combines the amendment to allege use and statement of use on one form (PTO Form 1553). Allegations of use received on this form require a search of TRAM to determine the status of the application. If the location is a Law Office, the fees should be processed as an amendment to allege use (fee code 362). The Law Office number should be identified and marked on the AAU so it will be routed to the proper office following fee processing.

Amendments to allege use are processed by the Law Office location of the application.

#### **Fee Code 363 - Statement of Use**

A statement of use (SOU) is filed after the initial application, following a Notice of Allowance but before the application can register. The requirement for filing a statement of use applies only to applications based on §1(b). Specimens are included with the SOU. Requests for an extension of time to file a statement of use (fee code 364) are often submitted together with a statement of use.

The applicant must file the fee for at least one class of goods and services to meet minimum filing requirements, although the fee is required for all classes included in the SOU before the mark will be registered. Fees should be applied to the application serial number.

An Allegation of Use for Intent to Use form combines the amendment to allege use and statement of use on one form (PTO Form 1553). Allegations of use received on this form require a search of TRAM to determine the status of the application. If the status indicates a Notice of Allowance has been issued and the location is ITU, the fees should be processed as a statement of use (fee code 363).

Requests are processed by the Intent to Use unit of the Trademark Services Division.

#### **Fee Code 364 - Extension of Time to File a Statement of Use**

A request for an extension of time to file a statement of use (extension request) is filed after the initial application request following a Notice of Allowance. A request for an extension of time to file a statement of use applies only to applications based on §1(b). Applicants may elect to file requests for a six month extension of time to file a statement of use up to five times on each application. Requests for an extension of time to file a statement of use are often submitted together with a statement of use.

The applicant must file the fee for at least one class of goods and services although the fee is required for all classes included in the request. Fees should be applied to the application serial number.

Extension requests are processed by the Intent to Use unit of Office of Trademark Services.

**Order to apply Fee Codes 364, 363, and 379**

If requests are submitted at the same time for an extension of time to file a statement of use (fee code 364), a statement of use (fee code 363), and to divide an application (fee code 379), and the fees are insufficient to cover all three, the fees will be applied first to the request for an extension of time, second to the statement of use, and last to the request to divide.

**Fee Code 365 - Renewal**

Registrants are required under §9 to renew their registration every 10 years (the renewal period is every 20 years for registrations issued before November 16, 1989) to maintain the registration. An application for renewal under §9 may be filed up to one year before the expiration of the ten or twenty year renewal period. The fee is based on the number of classes in the registration although less than the total number of classes may be renewed. Renewal applications that are filed *after* October 30, 1999 may include both a §9 (fee code 365) and a §8 (fee code 372) at the time the §9 is filed.

Requests for post registration processing will usually be filed with the registration number, not the serial number. Fees should be recorded in RAM by the registration number.

Fees that are received with a §9 renewal should be applied first to fee code 365 (\$400 per class) and then to fee code 372 (\$100 per class) in that order unless the request specifies otherwise.

Payment of a grace period surcharge (fee code 366) may also be paid at the time the renewal is filed if the request is received within the six-month grace period after expiration of the registration.

Payment of a deficiency fee (fee code 380) may be required to permit corrections if all the requirements for the §9 were not met.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 366 – Grace Period Surcharge (Late Renewal)**

If the application for renewal under §9 is filed within the six-month grace period following expiration, both the fee for renewal (fee code 365) and the grace period surcharge (fee code 366) for a late-filed renewal application must be filed. Fees for all classes included in the request are required to meet the statutory requirement for a complete application or a deficiency surcharge (fee code 380) will apply.

If a combined filing under §8 and 9 is filed during the six-month grace period, two grace period surcharges must be included for each class, one for the §8 affidavit and another for the §9 renewal application.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 367 - Publication of Mark under 12(c)**

Owners of trademarks registered under the Acts of 1881 or 1905 may file a request under §12(c). The request consists of filing an affidavit or a declaration and a fee for all classes in the request.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 368 - New Certificate of Registration**

Owners of registrations may request a new certificate of registration, by filing a request for a new certificate, with a single fee for each certificate. The original certificate of registration, if available, must also be submitted.

Requests for a new certificate (fee code 368) may be submitted along with an assignment request (fee codes 481 and 482).

Requests for a new certificate are processed by the Post Registration unit of the Office of Trademark Services. Requests (including fees) for Assignments are processed by the Assignment Division.

**Fee Code 369 - Certificate of Correction**

Certificates of correction of a registration may be issued at the request of the registrant. A single fee for each certificate of correction is required where the mistake is attributed to the registrant. However, a correction cannot be made if the changes would require republication of the mark.

No fee is required where the mistake is attributed to the Office.

Requests for correction are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 370 - Disclaimer to Registration**

A registration may be disclaimed in part. The certificate of registration or a certified copy must also be submitted. A request for disclaimer must include a declaration and the required fee for each certificate. If the amendment involves a change in the mark, new specimens and a new drawing of the amended mark must be submitted.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee code 371 - Amendment to Registration**

Requests for amendment of registration can be filed under §7 of the Trademark Act. A single fee is paid for each request for amendment.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 372 - §8 Affidavit**

Registrants are required to file an affidavit of continued use in commerce or excusable nonuse under §8 between the fifth and sixth year of the registration date to maintain the registration. After October 30, 1999, an affidavit or declaration of continued use or excusable nonuse is also required before the end of every ten-year period of the registration date. Every tenth year, the owner of a registration must file both a §8 affidavit and a renewal application. The filings are often made together, in a combined filing under §§8 and 9 of the Act.

Fees for filing an affidavit under §8 are based on the number of classes in the registration although a request may include less than the total number of classes.

Fees that are received with a §8 affidavit should be applied first to fee code 372 and then 365 in that order unless the request specifies otherwise.

Payment of a grace period surcharge (fee code 381) may be required at the time the §8 is received within the 6-month grace period after the §8 is due.

Payment of a deficiency surcharge (fee code 382) may be required to permit corrections if all the requirements for the §8 were not met.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

**Fee Code 373 - §15 Affidavit**

Fees for filing an affidavit or declaration of incontestability under §15 are required for each class in the registration that the §15 affidavit or declaration pertains.

A §15 affidavit may not be filed until the mark has been in continuous use in commerce for at least five consecutive years after registration, although an affidavit may be filed at any time after the fifth year. There is no requirement that a §15 affidavit be filed. If insufficient fees are submitted with a §15 affidavit that is filed in conjunction with other filings (e.g. a §8 affidavit), fees should be applied to all other filings before being applied to the §15 fee.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

#### **Fee Code 374 - Combined § 8 and 15 Affidavit**

After October 30, 1999, fees received for a combined §8 and §15 request should be processed separately to fee code 372 and 373.

Fees that are received with a combined affidavit should be applied first to fee code 372 and then fee code 373 unless the request specifies otherwise.

#### **Fee Code 375 - Petition to the Commissioner**

Applicants and registrants may file a petition to request reconsideration of an earlier office action or refusal. Requests to file a petition other than a petition to cancel should be charged to fee code 375 and forwarded to the Office of the Assistant Commissioner for Trademarks.

Petitions to the Commissioner may be made for a number of specific reasons, although the most frequent requests are:

- restoration of the original filing date
- reconsideration of the refusal of the affidavit or declaration
- reinstatement of an abandoned application due to an office error
- revival of an abandoned application due to an applicant's error

#### **Fee Code 376 - Petition for Cancellation**

A petition to cancel a registration of a mark may be filed by any entity that believes that it will be damaged by the registration. The petition for cancellation should be accompanied by the required fee for each class in the registration requested for cancellation.

If persons are joined as party petitioners, each is required to submit a fee for each class requested for cancellation.

Petitions to cancel different registrations owned by the same party may be joined in a consolidated petition. The required fee should be included for each petitioner and for each class to be canceled. Fees should be applied to the registration number(s) as identified in the cancellation petition.

The respondent in a cancellation proceeding may file a counterclaim to cancel a registration(s) owned by the petitioner. Fees should be applied against the registration number(s) identified in the counterclaim for cancellation. Fees should be applied against the registration number of the petitioner.

Cancellation petitions are processed by the Trademark Trial and Appeal Board.

#### **Fee Code 377 - Notice of Opposition**

Any entity which believes that it would be damaged by the registration of a mark may file a Notice of Opposition within 30 days after publication of the mark in the Official Gazette, or within an extension of time granted for the purpose. A fee must be paid for each class in the application for which registration is opposed.

There is no fee for filing a request for an extension of time to file an opposition. If a request is submitted with a deposit account authorization for payment of fees as required, no fees will be assessed. Papers should be forwarded to the TTAB for processing.

When two or more persons are joined as party opposers, a fee is required for each opposer and for each class opposed.

The applicant in an opposition may file a counterclaim to cancel a registration owned by the opposer. Fees should be applied against the registration number(s) identified in the counterclaim for cancellation.

Oppositions are processed by the Trademark Trial and Appeal Board.

#### **Fee Code 378 - Ex Parte Appeal**

An applicant may file an appeal to the Trademark Trial and Appeal Board from an examiner's final refusal to register. The required appeal fee must be paid for each class in the application for which an appeal is taken.

Appeal must be taken within six months from the date of final refusal or from the date of the action from which appeal is taken.

Appeals are processed by the Trademark Trial and Appeal Board.

#### **Fee Code 379 - Dividing an Application**

An applicant may request the Office to physically divide the application into separate applications by class. Additional separate applications from an original multiple-class application will be assigned a new serial number and will be cross-referenced with the original application and the original filing date.

If the request is to divide out some, but not all, of the goods and services within a class, a fee for each new separate application to be created by the division of a class must be submitted. Fees to create a new application from a divided class will be charged to fee code 361. Requests to divide an application may also include the initial filing fee which will be charged against the new serial number that is created from dividing an existing file.

Requests are processed by the Intent to Use unit of Office of Trademark Services.

#### **Trademark Law Treaty**

Three new fees (fee codes 380, 381, 382) have been added to address provisions required under the Trademark Law Treaty Implementation Act (TLTIA). The new fees apply to §8 affidavits and §9 renewal applications that are due and filed *after* October 30, 1999.

#### **Fee Code 380 – Correcting a Deficiency in a Renewal Application**

Payment of a deficiency surcharge may be required to permit corrections if all the requirements for the §9 were not met.

Only a single deficiency surcharge (fee) will be required for correcting deficiencies in a combined §8 and 9 filing, even if both the §8 affidavit and the renewal application are deficient. If a deficiency fee is filed for a combined §8 and 9 filing, the fee should be processed to fee code 382.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

#### **Fee Code 381 – Grace Period for Filing a §8 Affidavit**

If the application under §8 is filed within the six-month grace period following expiration, both the filing fee (fee code 372) and the grace period surcharge (fee code 381) for a late-filed application must be filed. Fees for all classes included in the request are required to meet the statutory requirement for a complete application or a deficiency surcharge (fee code 382) will apply.

If a combined filing under §8 and 9 is filed during the six-month grace period, two grace period surcharges must be included for each class, one for the §8 affidavit and another for the §9 renewal application. Fees for the §8 are applied to fee code 381. Fees for the §9 are applied to fee code 366.

Partial payments (less than the full single class fee amount) will be processed as suspended fees (recorded to fee code 397) in RAM. Fees will be recorded in RAM to fee code 381 once the full amount has been received.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

#### **Fee Code 382 - Correcting a Deficiency in a §8 Affidavit**

Payment of a deficiency surcharge (fee) may be required to permit corrections if all the requirements for filing the §8 were not met.

Only a single deficiency surcharge will be required for correcting deficiencies in a combined §8 and 9 filing, even if both the §8 affidavit and the renewal application are deficient. If a deficiency fee is filed for a combined §8 and 9 filing, the fee should be processed to fee code 382.

Requests are processed by the Post Registration unit of the Office of Trademark Services.

#### **FASTENER QUALITY ACT**

Requests to record a fastener insignia as required under the Fastener Quality Act (FQA) are processed in the Office of the Assistant Commissioner for Trademarks.

There are 3 fees that may be charged to record a FQA request, all are \$20 per request.

- 650 Application fee for recordal of insignia, per request
- 651 Renewal of insignia recordal, per request
- 652 Surcharge for late renewal of insignia recordal, per request

Until renewals are required five years from the initial recording (beginning November 1996), fees for fastener recordal will be recorded under fee code 650.

Fees should be charged to the related trademark serial number if one is included with the request. Currently, fees are recorded by using the first 15 characters of the business name if a serial number is not included with the request. A four-digit number is assigned by the Office if the request is not related to a trademark application that may be used in the future to record and track fee payments.

#### **Fee Code 617 - Returned Checks**

There is a \$50 fee for processing checks returned by the bank for insufficient funds. Fees due to an insufficient prior filing fee may be included with a resubmitted with the required application filing fee.

If a check for an initial application filing is returned unpaid, the filing date is cancelled and the serial number is misassigned. If the applicant submits the \$50 fee for processing the returned check with a new application, the \$50 fee should be charged to the old serial number, if available. The new application will be assigned a new serial number.

#### **Refunds**

Operators will be authorized to generate full or partial refunds (by check or deposit account credits) at the time fees are processed under certain conditions. Supervisors will review the refund request and accept or deny the transaction before the request is submitted electronically.

Operators will be authorized to generate a refund if the payment is less than the full amount of the fee, or if an amount remains after recording fees to multiple requests.

If an application is considered incomplete or declared informal the fee will be refunded at the request of the Pre Exam Legal Instruments Examiner (L.I.E.). If the application is complete, the filing fee is not returned unless an Office error is discovered.

Refunds are permitted at the request of PTO employees if a fee was paid for a petition or for a corrected certificate of registration that is determined to be the result of an Office error.

Refunds after fees are recorded may be made at the request of PTO employees in cases where money is paid by mistake, or in excess such as when a fee is not required or considered timely filed by statute or rules, or is not required in the amount paid.

#### **Processing Refund Requests**

Requests for refunds and corrections will be received from PTO employees at the STB Cashier's Window. Operators will follow RAM system procedures to generate the refund request. Files will be charged to/from locations in TRAM by PTO employees and RAM operators. Refund requests will normally be processed within 24 hours of delivery to the Cashier's Window.

Refunds as a result of excess or overpayment or at the request of a PTO employee will be made through a credit to a deposit account instead of a check refund if authorization to credit a deposit account is expressly granted in the application papers. If authorization is made to charge or debit an account for payment of fees, but not to credit an overpayment or refund, then a refund will be processed by check. Refunds may be made without express authorization to correct an Office error.

No changes will be made in the processing of cash refund requests. Cash refunds are still limited to \$20, and, are available to customers upon request and proper receipt from the Cashier's Window.

#### **Processing Multiple Payments and Requests**

In cases where multiple requests are received in one envelope with a single check, the entire check will be deposited with the trademark fees credited in RAM to the associated application papers. The amount remaining from the single check will be "suspended" in RAM<sup>1</sup>. A "suspended fee sheet" will be completed and attached to the remaining application papers, which will be routed to the proper processing location.

---

<sup>1</sup> See the RAM User Guide for additional information and processing instructions.

Fee CODE	RULE	DESCRIPTION OF TRADEMARK PROCESSING FEES	No. of Classes	FEE	As of 1/10/00
361	2.6(a)(1)	Application for Registration, per class		\$325	+\$80
362	2.6(a)(2)	Amendment to Allege Use under §1(c), per class		\$100	
363	2.6(a)(3)	Statement of Use under §1(d)(1), per class		\$100	
364	2.6(a)(4)	Extension of Time to file a Statement of Use under §1(d)(1), per class		\$150	+\$50
365	2.6(a)(5)	Application for Renewal under §9, per class		\$400	+\$100
366	2.6(a)(6)	Additional Fee for late Renewal under §9, per class		\$100	
367	2.6(a)(7)	Publication of mark under §12c, per class		\$100	
368	2.6(a)(8)	Issuing a New Certificate of Registration, per class		\$100	
369	2.6(a)(9)	Certificate of Correction, per registration		\$100	
370	2.6(a)(10)	Disclaimer to Registration, per registration		\$100	
371	2.6(a)(11)	Amendment to Registration, per registration		\$100	
372	2.6(a)(12)	Section 8 Affidavit, per class		\$100	
373	2.6(a)(13)	Section 15 Affidavit, per class		\$200	+\$100
374	2.6(a)(14)	Section 8 & 15 Affidavit combined request, per class – DELETE <i>after</i> 10/30/99		\$200	
375	2.6(a)(15)	Petition to Commissioner		\$100	
376	2.6(a)(16)	Petition for Cancellation, per class		\$300	+\$100
377	2.6(a)(17)	Notice of Opposition, per class		\$300	+\$100
378	2.6(a)(18)	Ex Parte Appeal, per class		\$100	
379	2.6(a)(19)	Request to Divide an Application, per new application file created		\$100	
380	2.6(a)(21)	Correcting a Deficiency in a Renewal Application, per registration		\$100	
381	2.6(a)(14) <sup>2</sup>	Additional Fee for Filing under §8 during the six-month grace period, per class		\$100	
382	2.6(a)(20)	Correcting a Deficiency in a §8 affidavit, per registration		\$100	
CODE	RULE	TRADEMARK SERVICE FEES	QTY	FEE	
461	2.6(b)(1)(i)	Printed copy of each Registration, regular service		\$3	
462	2.6(b)(1)(ii)	Printed copy of each Registration, overnight delivery to PTO box or fax		\$6	
463	2.6(b)(1)(iii)	Printed copy of each Registration, ordered via expedited mail or fax		\$25	
464	2.6(b)(4)(i)	Certified copy of Registered Mark, with Title and/or Status, regular service		\$15	
465	2.6(b)(4)(ii)	Certified copy of Registered Mark, with Title and/or Status, expedited service		\$30	
466	2.6(b)(2)(i)	Certified or Uncertified Copy of TM Application as Filed, regular service		\$15	
467	2.6(b)(2)(ii)	Certified or Uncertified Copy of TM Application as Filed, expedited service		\$30	
468	2.6(b)(3)	Certified or Uncertified Copy of TM File Wrapper and Contents, regular service		\$50	
469	2.6(b)(5)	Certified or Uncertified Copy of TM Document, unless otherwise provided		\$25	
470	2.6(b)(7)	Assignment Records, Abstracts of Title and Certification, per Registration		\$25	
475	1.19(g)	Comparing and Certifying Copies, per document, per copy		\$25	
480	2.6(b)(9)	Self Service Copy Charge, per page		0.25	
481	2.6(b)(6)	Recording TM Assignment, Agreement or other paper, first mark per document		\$40	
482	2.6(b)(6)	Recording Second and Subsequent Marks in the same document		\$25	
484	2.6(b)(10)	Labor Charge for Services, per hour or fraction thereof		\$40	
485	2.6(b)(11)	Unspecified Other Services		at cost	
488	2.6(b)(8)	Each Hour of X-Search Terminal Session Charge		\$40	
490	1.24	Trademark Coupons, each		\$3	
CODE	RULE	FASTENER QUALITY ACT	QTY	FEE	
650	2.7	Application fee for recordal of insignia, per request		\$20	
651	2.7	Renewal of insignia recordal, per request		\$20	
652	2.7	Surcharge for late renewal of insignia recordal, per request		\$20	

<sup>2</sup> Fee code 374 2.6(a)(14) is replaced by fee code 381. The combined fee code 374 is not necessary.

