Pre-filing checklist for your trademark application

Use this checklist to understand the decisions you must make before filing your application.

1. Determine your mark type

Standard character drawing

- To register words, letters, and slogans used as marks, without stylization or design.
- Protects the wording itself without limiting the mark to a specific font style, size, or color.
- Provides broader protection than a special form drawing.

Special form drawing

- To register stylized and design marks.
- If the mark consists of both words and a design, the drawing must depict both the words and the design combined as one image.
- Save a JPG image of your mark to your computer.

2. Check the Trademark ID Manual and identify your goods and/or services

- The ID Manual lists acceptable identifications of goods and services.
- Find entries that accurately describe your goods and/or services.
- Inaccurate and unacceptable identifications will result in a refusal to register your mark.

3. Know your filing basis

Section 1(a) – Use-in-commerce filing basis

- To register a mark you have already used in commerce in connection with your goods and/or services.
- Save a PDF or JPG image of your specimen to your computer. A specimen is evidence of how you actually use the mark in commerce on your goods or with your services.
- For specimen examples, watch the video at www.uspto.gov/Watch/TMINSpecimen.

Section 1(b) – Intent-to-use filing basis

- To register a mark you have not yet used in commerce but have a good faith intent to use in commerce in the future.
- Before we will register your mark, you must:
  - Use the mark in commerce.
  - File an additional form that includes a specimen and an additional fee.

4. Choose your application form

- You must file electronically. The online application form has two filing options: TEAS Plus and TEAS Standard.
- Learn more at www.uspto.gov/AboutTEAS.

See the reverse side to help determine which TEAS filing option is right for you.

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Not sure which version of the application form to use?

The main differences between the two filing options are the price and the amount of information you must provide.

- TEAS Plus costs less but requires more information.
- TEAS Standard costs more but requires less information.

Use the worksheet below to determine which filing option is right for you. If you want to learn more, you can watch the "TEAS Plus vs. TEAS Standard" video at www.uspto.gov/Watch/TNBCompare.

How would you answer the following questions?	Your answer
1. Can I complete all mandatory fields on my application at the time of filing? See a list of mandatory fields in Section 819.01 of the Trademark Manual of Examining Procedure (TMEP) at tmep.uspto.gov.	**Yes / No**
2. Can I describe all my goods and/or services using entries from the Trademark ID Manual? Learn more about the Trademark ID Manual at www.uspto.gov/TrademarkID.	**Yes / No**

TEAS Plus

If you answer **YES** to both of the questions above, you may use TEAS Plus. The filing fee per class of goods and/or services is lower because our examination costs are lower with this filing option.

TEAS Standard

If you answer **NO** to either of the questions above, you must use TEAS Standard, with a higher filing fee.

Access the TEAS initial application form at www.uspto.gov/AboutTEAS.