

## TRADEMARK INFORMATION NETWORK CRITICAL APPLICATION ISSUES

- 1) Use the **electronic resources** that the Office provides
  - Search on the [Trademark Electronic Search System \(TESS\)](#)
  - File on the [Trademark Electronic Application System \(TEAS\)](#)
  
- 2) Identify the **applicant** correctly
  - If a **business** owns the trademark, use the business name as the applicant name
  - If you **individually** own the trademark, use your name as the applicant name
  
- 3) Understand the difference between a **drawing** and a **specimen**
  - A [drawing](#) is a clear depiction of the mark you seek to register
  - A [specimen](#) is an example showing how the mark is actually used in commerce with the applied-for goods and/or services
  
- 4) Identify your **goods and services** correctly
  - **Goods** are products that bear the trademark
  - **Services** are activities you perform *for others*
  - Use the [ID Manual](#) for assistance
  
- 5) Use the correct **filing basis**
  - If you are already using your mark in interstate commerce, file under a **Section 1(a), Use-in-Commerce** basis
  - If you aren't using your mark in interstate commerce, but have a *bona fide* intent to do so within the next 3-4 years, file under a **Section 1(b), Intent-to-Use** basis