**TEAS NUTS AND BOLTS:**

*TEAS Plus vs. TEAS RF vs. TEAS Regular*

MARK: Welcome to the trademark electronic application filing system for the United States Patent and Trademark Office. For your convenience, the Office has created three versions of the electronic initial application form: TEAS Plus, TEAS Reduced Fee (or TEAS RF for short), and TEAS Regular.

All three forms provide a pathway to seek registration, but the USPTO designed the TEAS Plus and TEAS RF applications to provide less expensive and more streamlined paths.

TEAS Plus is the least expensive and most streamlined application. In exchange for filing a complete initial application and agreeing to conduct correspondence electronically, you receive a heavily reduced filing fee.

With TEAS RF, you do not have to file a complete initial application, but you must agree to conduct correspondence electronically. In exchange, you receive a moderately reduced filing fee.

If you can't file a complete initial application and don't want to conduct correspondence electronically, you can file a TEAS Regular application, for the standard filing fee.

For more information about the similarities and differences between the application types, check out the Reduced Fee FAQs page, available on USPTO.GOV.

To file a complete application under TEAS Plus, simply make sure that you complete all fields marked with a red asterisk. These fields are mandatory. If you realize you cannot make an entry at this time, you can start over using either the TEAS RF or the TEAS Regular form.

The only exception to the red asterisk rule is when the field is not relevant to the facts of your case. For example, if your mark is in English, you are not required to submit a Translation or Transliteration, as no foreign words or characters appear in your mark.

In addition to filing a complete application, you must select your listing of goods and services from the USPTO's Acceptable Identification of Goods and Services Manual (also known as the "ID Manual").

If acceptable wording does not appear in the ID Manual, you may e-mail TMIDSUGGEST@uspto.gov to suggest an identification be added to the ID Manual. Be aware, however, you cannot file your TEAS Plus application until you receive a response to that e-mail indicating your suggested identification is acceptable and the ID Manual is updated to add the new listing. This process can take between one and two weeks. Otherwise, your only option is to use either TEAS RF or TEAS Regular.

When filing under TEAS Plus, you must also pay all filing fees at the time of filing, agree to file certain documents electronically, and receive all communications concerning the application via e-mail.

If you fail to file a complete TEAS Plus application, the Office will remove your TEAS Plus status and treat your application as a TEAS Regular application. You will be required to pay an additional application processing fee per International Class.

The same is true if you fail to comply with the requirements for a TEAS RF application. Your application will be converted to a TEAS Regular application and you will be required to pay the additional application processing fee.

It is your choice whether to file under TEAS Plus, TEAS RF, or TEAS Regular, but be aware that a TEAS Plus application lowers your filing fee and increases the likelihood that your application will move more quickly toward publication and registration.

To make your choice, simply click the link for your preferred form and begin the application.