

**TM/SM-30**

**Mail to:**

**Secretary of State**  
Department of Business Services  
Trademark Division  
501 S. Second St., Rm. 330  
Springfield, IL 62756  
217-524-0400  
www.cyberdriveillinois.com

**Payment may be made by check  
or money order payable to Illinois  
Secretary of State.  
Please do not send mail cash.**

# Illinois Trademark or Service Mark Renewal Application

**Registration #:**

This space for use by Secretary of State.

**Type, Laser Print or Legibly Print in Black Ink.**

**Do not staple, glue or tape  
examples to the application**

**Renewal Fee: \$5**

**See additional page for instructions  
and required documentation.**

Items 1-4 refer to Registrant

1. Name of Registrant: \_\_\_\_\_  
(owner of the mark)

2. Registrant is a (check one):

- Corporation     Union     General Partnership     Limited Liability Partnership (LLP)  
 Individual     Association     Limited Partnership (LP)     Limited Liability Company (LLC)  
 Other (specify): \_\_\_\_\_

3. a) If the registrant is a Corporation, LP, LLP or LLC, indicate the State in which it is organized: \_\_\_\_\_

b) If the registrant is an LP or LLP, Name of one of the General Partners: \_\_\_\_\_

4. Business Address:

Mailing Address:

Street:		
City:	State:	ZIP:

Street:		
City:	State:	ZIP:

5. Registration Number: \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ Original Date of Registration in Illinois: \_\_\_\_\_  
MM/DD/YYYY

6. Name of Mark: \_\_\_\_\_

7. List the specific goods or services named on the original application: \_\_\_\_\_  
\_\_\_\_\_

The applicant hereby appoints the Illinois Secretary of State as agent for service of process in an action relating only to the renewal registration, which may be issued pursuant to this application if the renewal registrant is, or shall become, a non-resident individual, or foreign partnership, limited liability company, association or corporation not licensed to do business in the State, or cannot be found in this State.

The undersigned hereby declares, under penalties of perjury, that the statements contained in the foregoing renewal application are true, that said registrant is the owner of the Mark, and that the Mark is still in use in the State of Illinois in the manner described in this renewal application.

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Typed or Printed Name of Applicant

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Contact Phone Number

## INSTRUCTIONS FOR RENEWAL APPLICATION [TM/SM-30]

### NOTES:

- The renewal form must be typed, laser-printed or legibly printed in black ink.
- A \$5 renewal fee must accompany the completed application in the form of a check or money order payable to Illinois Secretary of State.
- The renewal application must be accompanied by three (3) examples of the Mark and the renewal fee. Examples should not be stapled, glued or taped to the application.
- If the Mark has been changed or is no longer in use as registered, the Mark cannot be renewed.

### INSTRUCTIONS:

1. Provide the name of the Registrant/Owner of the Mark as it currently appears on the records of the Trademark/Service Mark office. This information appears on the Renewal Notice as well as on the previously issued certificates, i.e., the Certificate of Registration or any previous Certificate of Renewal for the specific Mark.
2. Mark the appropriate box for the type of ownership of the Mark as it currently appears on the records of the Trademark/Service Mark office.
3. Items 3a and/or 3b should be completed **ONLY** if the Registrant is one of the types of business entities listed in item 2.
4. Provide the business and mailing addresses. Renewal correspondence will be sent to the mailing address.
5. Provide the registration number assigned to this Mark and the original date of registration with the State of Illinois Trademark/Service Mark office. Please note this is not the Date of First Use by the owner of the Mark.
6. The name of the Mark, as originally registered, must be provided in this section.
7. Provide the goods or services as named on the registration application.

**Signature and Contact Information:** The renewal application must exhibit an original signature of the Registrant or the Attorney-in-Fact for the Registrant. By signing the renewal form the signer is declaring the Mark to be in continuous and current use in the normal course of commerce in the State of Illinois. **Photocopies, stamped or faxed signatures are not accepted.**

**Specimens:** The renewal application must be accompanied by three (3) examples of the Mark showing actual use in commerce in the State of Illinois. For trademarks, excellent examples might include an actual label for the product, business cards, letterhead or advertisement. For Service Marks, business cards, letterhead, brochures, fliers, advertisements are appropriate types of examples. Specimens that are printed, written or drawn on plain paper are not acceptable examples. Also note that if color is a feature of the Mark, specimens reflecting the actual color(s) must be submitted.

**Duration and Renewal:** Registrations are currently effective for a five-year period from the date of registration. A Renewal Notice and Renewal Application will be sent to the Registrant at the mailing address indicated on the Registration Application. If there is a change of address, it is the responsibility of the Registrant to notify the Trademark/Service Mark office. Renewals may only be accepted within 60 days prior to the expiration date.