

COVER LETTER

TO: Registration Section
Division of Corporations

SUBJECT: _____
(Name of Mark Registered)

Dear Sir or Madam:

The enclosed Mark Renewal Application, specimen and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

(Name of Person)

(Firm/Company)

(Address)

(City/State and Zip Code)

For further information concerning this matter, please call:

_____ at (_____) _____
(Name of Person) (Area Code & Daytime Telephone Number)

STREET/COURIER ADDRESS:
Registration Section
Division of Corporations
The Centre of Tallahassee
2415 N. Monroe Street, Suite 810
Tallahassee, Florida 32303

MAILING ADDRESS:
Registration Section
Division of Corporations
P.O. Box 6327
Tallahassee, Florida 32314

FILING FEE: \$87.50 per class
CERTIFICATE OF RENEWAL: \$ 8.75 (OPTIONAL)

(NOTE: The information contained in this cover letter will be included in the permanent record and will be available to the general public.)

MARK RENEWAL APPLICATION

Name and Mailing Address of Owner:

[Empty box for Name and Mailing Address of Owner]

Return To: Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

1) Mark Registered: _____

2) Registration Number: _____

3) Date Filed: _____ 4.) Renewal Date: _____ 5.) Class(es) Filed: _____

6) Renewal statement pursuant to section 495.071, Florida Statutes. Below you must state the mark is still in use in Florida or state the reason for its nonuse is not due to any intention to abandon the mark.

7) If the mark is still in use, a specimen showing actual use of the mark is included with this application.

8) If applicant is a business entity, enter the state of incorporation/formation/organization: _____

Fee: \$87.50 Per Class
Certificate of Renewal: \$8.75
(Optional)

Typed or Printed Name of Owner

Owner's Signature or Authorized Person's Signature

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this (numeric date) this _____ day of _____, 20____, by (_____
numeric date month year name of person making statement

Notary Public's Signature

Notary Public's Printed Name

Personally Known [] OR Produced Identification [] _____

Type of Identification Produced: _____

Mark Renewal Instructions

- You may file a renewal up to 6 months prior to the expiration date of the mark.
- If you do not wish to renew your mark, you may let the mark expire or you may file a cancellation prior to its date of expiration. The filing fee for a cancellation is \$50.00. (Cancellation forms may be downloaded from our website at www.sunbiz.org.)
- If the owner of the mark is a business entity, the business entity's filing/registration must be active on our records. If the owner of the mark has changed you must file an assignment. The fee to file an assignment is \$50. If only the name of the owner has changed, the owner must file a Trademark/ Service Mark Certificate of Name Change. The fee to file a Certificate of Name Change is \$50. Forms may be downloaded from our website at www.sunbiz.org.
- The fee to file a renewal is \$87.50 **PER CLASS**. NOTE: A certificate of renewal may be obtained for an additional \$8.75. Make check(s) payable to Florida Department of State.
- Complete Renewal as follows
 - #1. If blank, enter name or description of the mark.
 - #2. If blank, enter Florida registration number.
 - #3. If blank, enter date mark was registered with the Florida Department of State.
 - #4. If blank, enter date registration is due to expire.
 - #5. If blank, enter class(es) under which mark was registered.
 - #6. You must state the mark is still in use in Florida or that the reason for its nonuse is not due to any intention to abandon the mark.
 - #7. If the mark is still in use, you must submit one specimen showing actual use of the mark with this application.
 - #8. If the owner is a business entity, enter the state under the laws of which it is incorporated, formed or otherwise organized.

Should you have any questions regarding the filing of your renewal, please contact the Registration Section, Division of Corporations, at (850) 245-6051.

Mailing Address: **Division of Corporations**
P.O. Box 6327
Tallahassee, FL 32314

Street/Courier Address: **Division of Corporations**
The Centre of Tallahassee,
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Tallahassee, FL 32303