



United States Patent and Trademark Office

Trademark Electronic Application System - TEAS Application



[Navigation History](#): [Instruction](#) > [Applicant](#) > [Mark](#) > [Goods/Services/Filing Basis](#) > [Attorney/Dom. Rep./Correspondence](#) > [Fee/Signature](#)

PTO Form 1478 (Rev 9/2006)

OMB No. 0651-0009 (Exp 12/31/2011)

## Collective Trademark/Service Mark Form, Principal Register

### Version 4.8

#### To file the application electronically, please complete the following steps:

1. Answer the first question below to create an application form showing only sections relevant to your specific filing.
2. For help at any point, click on any underlined word on any page.
3. After answering the first wizard question, click on the CONTINUE button at bottom of the page.
4. Once in the actual form, complete all fields with a \* symbol, since they are mandatory fields for TEAS filing purposes.
5. Validate the form, using the "Validate" button at the end of the form. If there are errors, return to the form to make the correction. A "Warning" may be corrected or by-passed.
6. Double-check all entries through the links displayed on the Validation page.
7. You may save your work for submission at a later time by clicking on the Download Portable Data button at the bottom of the Validation page.
8. When ready to file, use the Pay/Submit button at the bottom of the Validation page. This will allow you to choose from three (3) different payment methods: credit card, automated deposit account, or electronic funds transfer.
9. After accessing the proper screen for payment, and making the appropriate entries, you will receive a confirmation screen if your transmission is successful. This screen will say SUCCESS! and will provide your assigned serial number.
10. You will receive an e-mail acknowledgement of your submission, which will repeat the assigned serial number and provide a summary of your submission.

**Once you submit this application, we will not cancel the filing or refund your fee.**

**The fee is a processing fee, which we do not refund even if we cannot issue a registration after our substantive review.**

**Important:** ONCE YOU SUBMIT AN APPLICATION ELECTRONICALLY, THE USPTO WILL IMMEDIATELY ISSUE AN ELECTRONIC ACKNOWLEDGMENT OF RECEIPT. Please contact [TEAS@uspto.gov](mailto:TEAS@uspto.gov) if you do not receive this acknowledgment within 24 hours of transmission.

**Contact Points:**

- **General trademark information:** Please review the information posted at [Where Do I Start](#). If you have remaining questions, e-mail [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov), or telephone 1-800-786-9199.
- **Help:** For instructions on how to *use* the electronic forms, or help in resolving *technical* glitches, please e-mail [TEAS@uspto.gov](mailto:TEAS@uspto.gov). Please include your telephone number in your e-mail, so we can talk to you directly, if necessary. Also, include the relevant serial number or registration number, if existing.

**NOTE:** The TEAS Support Team focuses on problems related to the process of completing the electronic forms, **not** on what information would be correct for entry within a form, or other broader trademark issues. Please route those types of inquiries to the Trademark Assistance Center. However, please be aware that neither group can provide any sort of information in the nature of "legal advice." For legal advice, please consider contacting an attorney who specializes in intellectual property.

- **Bug Report:** If you think there is a "bug" within one of the electronic forms, please click [Bug Report](#).
- **Status Information:** For an application with an assigned serial number, check [Trademark Applications and Registrations Retrieval](#) to view current status information, as well as the complete prosecution history. Do **not** attempt to check status until at least 7-10 days after submission of a filing, to allow sufficient time for all USPTO databases to be updated. You can view **all** items listed in the prosecution history section online at [Trademark Document Retrieval](#), including all office actions sent by the USPTO.

**WARNING:** This form has a session time limit of 60 minutes. Your "session" began as soon as you accessed this initial Form Wizard page. If you exceed the 60-minute time limit, the form will not validate and you must begin the entire process again; you can, however, [extend the time limit](#). You should always try to have all information required to complete the form prior to starting any session.

## 1. Is an [attorney](#) filing this application?

Yes    No

2. [OPTIONAL] To access **previously-saved data**, use the "Browse/Choose File" button below to access the file from your local drive. **NOTE: For specific instructions, please click [here](#). FAILURE TO FOLLOW THESE NEW INSTRUCTIONS WILL RESULT IN THE DISPLAY OF YOUR DATA IN AN XML FORMAT THAT CANNOT BE EDITED.** **NOTE: Do NOT attempt to use the button below to upload an image file (for example, a specimen). You must use the button that will be presented for that purpose *within the proper section of the actual form.***

---

[Burden / Privacy Policy](#)

The information collected on this form allows the PTO to determine whether a mark may be registered on the Principal or Supplemental register, and provides notice of an applicant's claim of ownership of the mark. Responses to the request for information are required to obtain the benefit of a registration on the Principal register. 15 U.S.C. §1051 et seq. and 37 C.F.R. Part 2. All information collected will be made public. Gathering and providing the information will require an estimated 15 to 21 minutes (depending if the application is based on an intent to use the mark in commerce, use of the mark in commerce, or a foreign application or registration). Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. Please note that the PTO may not conduct or sponsor a collection of information using a form that does not display a valid OMB control number.

---

[Help Desk](#) | [Bug Report](#) | [Feedback](#) | [TEAS Home](#) | [Trademark Home](#) | [USPTO](#)

Fri Sep 23 15:49:08 EDT 2011