

INSTRUCTIONS

File your business document online by visiting our website at <http://mbportal.sos.state.mn.us/Business/Search>.

Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Office of the Secretary of State.

1. Provide the file number issued by the Minnesota Secretary of State
2. Provide the words, phrase and/or logo description as described on the Certificate of Registration for Trademark issued by this office.
3. List the classification number that appears on your original certificate of registration.
4. List the names and addresses of the individual or organization currently on file with the Office of the Secretary of State.
5. If the address has changed, list the new address. Note: If the markholder has changed, you must file an assignment form.
6. List the date this mark was originally filed with the Secretary of State of Minnesota as it appears on the certificate of registration.
7. List the date on which the mark expires.
8. Must be signed by an authorized person or by an authorized agent (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).)

Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime telephone number of a person who can be contacted about this form.

**Filing Fee: \$45 for expedited service in-person and online filings, \$25 if submitted by mail
Payable to the MN Secretary of State**

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:

Minnesota Secretary of State - Business Services
First National Bank Building
332 Minnesota Street, Suite N201
Saint Paul, MN 55101

(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.