

OGC SERVICE REQUEST FOR CLEARANCE SEARCH OR TRADEMARK SERVICES

We pride ourselves of providing professional legal counsel and assistance related to trademark work. To further assist you, please answer the following questions and return to us as soon as possible. Thank you!

1. What service are you requesting: Clearance search only, or application for trademark registration?

2. What is the mark? Please include exact spelling and punctuation.

3. If there are numerous mark candidates in consideration, please submit a separate request for each candidate noting the ranking of the candidate (#1, #2, #3).

- If an essential component of the Mark candidate is visual -- e.g., *stylized* text, **special** coloring, **shaped** text, or if the mark candidate consists of or includes a graphic, logo, or other pictorial design – please send the image (preferably in .jpeg format) in a separate message.

4. In the case of a graphic or design mark we need information about how the mark candidate (graphic image) was created. Specifically, was it designed in-house by HHS employees, or as part of a contract with an outside vendor? If the image was created by a contractor, we will need documentation showing that HHS is the owner of the image and not the contractor.

Please send the contract documentation in a separate message.

5. Please list the types of goods or service you expect to use the mark on or in connection with.

6. Has the NIH Office of Communications granted permission to apply for trademark registration of the graphic images? If so, please provide documentation (i.e. email correspondence) in as a separate attachment.

- If not, John Burklow Associate Director, for Communications and Public Liaison, National Institutes of Health, should approve the trademark registration request of the graphics prior to our starting the application process. You should present a brief rationale for seeking registration to Mr. Burklow. For convenience here is Mr. Burklow's email: burklowj@od.nih.gov. We also suggest you copy his admin assistant, Melissa Harris mjharris@mail.nih.gov.

7. If the mark contains both a graphic image and words (text) will the words be used separate and apart from the graphic image?"

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8. If the mark contains a graphic design and an acronym, will the acronym be used separate and apart from the graphic image?

9. Do you have plans to expand use of the Mark to other goods/services—even if not until several years from now? (Yes or No)

10. Are there any slogans, phrases, graphics, separate from the Mark itself that you plan to have associated with your Mark? (Yes or No)

11. Has the Mark already been used in connection with your product or service?

If so, please provide information about use such as website links and when you began using the mark.

If the mark is not yet in use, when do you plan to begin using the mark?

12. Please indicate all means and manners in which the Mark is or will be used (either on the goods or in connection with the services, as applicable) in interstate commerce -- for example, on labels affixed to the goods, on packaging containing the goods, in media advertisements, in sales brochures, etc.

13. Are you aware of anyone else who is presently using any marks, registered or not, that are like the proposed Mark?

14. If yes, please specify these other marks, along with any identifying information (such as application or registration numbers).

Updated 12.12.18