

# 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 in the future.

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

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

8. 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)

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

10. 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?

11. 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.

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

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

14. Please provide the OGC program attorney who works with the client.

15. Before we can do any legal clearance searching or trademark document preparation for Non NIH Clients we need to have an Interagency Agreement (IAA) in place. The IAA authorizes us to seek reimbursement for all administrative costs and any official U.S. Patent and Trademark Office (USPTO) fees as they are incurred. Once the IAA is in place we will seek reimbursement for the filing fees and any other fees related to the trademark registration process.

Please provide the name of your program or agency budget officer and the program point of contact that is authorized to sign an IAA on behalf of your program.