



Tradenname/Trademark Copy Request

Per Chapter 132 Wisconsin Statutes

Request Criteria

1. Applicant Name currently associated with the Trademark/Tradenname	2. Registration ID
3. Tradenname or Trademark Description	

4. Certified Service requires an additional \$5.00 per document requested. Check the Certified box ONLY if you want this service.

Copy of Application [(\$5.00) + Certified (\$5.00)] = _____ X # copies _____ = _____

Tradenname/mark Certificate [(\$0) + Certified (\$5.00)] = _____ X # copies _____ = _____

Total Cost= _____

Check or money order is payable to: WI Department of Financial Institutions.

5. Delivery Options for Return of documents

_____ High Priority: Include prepaid courier label (UPS, FedEx, etc.)

_____ Pick up documents at DFI Office at 4822 Madison Yards Way, 4th Floor, Madison, WI

_____ Mail to:

Attention		
Business or Individual		
Address		
City	State	Zip Code

Contact Information

6. Contact person	
Email	Phone

This document can be made available in alternate formats, upon request, to qualifying individuals with disabilities.

Attention: Tradenname/Trademark Section
 Department of Financial Institutions
Mail to: PO Box 7847
 Madison WI 53707-7847
Courier: 4822 Madison Yards Way, North Tower
 Madison WI 53705

Contact Information:
 Phone: 608-266-8915
 Email: DFI-Trademark@dfi.wisconsin.gov
 Fax: 608-264-7965
 TTY: 711

Tradename/Trademark Copy Request Instructions

1. Enter the search criteria for the Tradename/Trademark information that you are requesting copies for.
2. Enter the Registration ID of the filing you are making changes to. To find this number, search for your Tradename/Trademark on our website <https://dccc.wdft.org>
3. Enter the Trademark or Tradename you are updating information for.
4. Check the appropriate box(es) and enter the number of documents requested for each item checked. Ensure the accurate total is entered and the grand total is calculated correctly. Check or money order is payable to: WI Department of Financial Institutions. Certification requires an additional \$5.00 per document.
5. Select how the documents will be sent to you.
 - a. High Priority: We will need the pre-paid courier label for this option.
 - b. Pick Up: We will contact you via email or phone to notify you when the documents can be picked up.
 - c. Mail to: If you want us to mail them to you, please enter your mailing information.
6. Enter the contact information of the person who can answer questions and/or receive the completed request for documentation.
7. Mail the completed copy requested with payment using the appropriate addresses listed at the bottom of the form.

If you have questions and/or concerns, please reach out to us at:

Email: DFI-Trademark@dfi.wisconsin.gov

Phone: 608-266-8915