How to add labels to verified trademark records

Trademark Clearinghouse

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Contents

1. Introduction

This guide will provide guidelines on how to add domain labels (according to the matching rules) to (verified) trademark records.

These domain labels are not to be confused with **Abused** Domain Name Labels. For more information on (how to add) Abused Domain Name labels, please refer to TMCH FAQ's and How to manage UDRP/Court Cases and Labels.
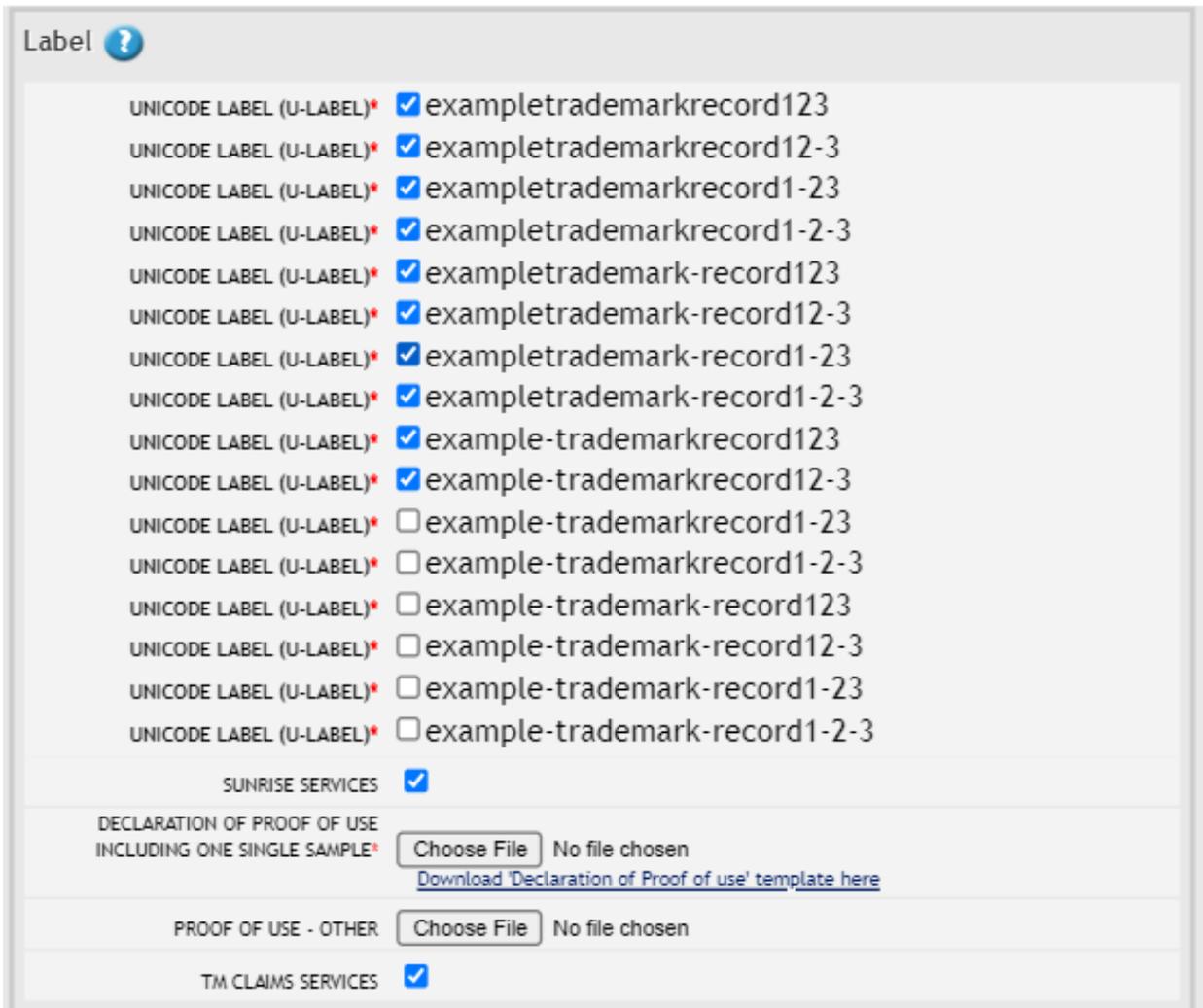
The number of labels that can be attached to a trademark record is by default the number of labels originally related to the trademark record with a maximum of 10 labels. You can add more labels manually at an additional charge.

Adding labels is not possible when a trademark record is expired.

2. Adding Domain Labels

2.1 Adding domain labels when submitting a new trademark record

When entering the name of a new trademark record, a list of labels will be generated and made visible in the "Label" section as shown on the image below:
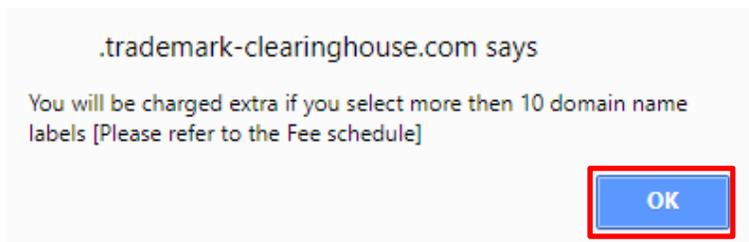

A label is a U-label or an A-label that can be associated with a trademark record, in accordance to the matching rules published on the official ICANN website.

By default, up to 10 labels are included in the trademark record fee. If you wish to add more than ten labels, check the labels you wish to include.

A warning message will pop up:

.trademark-clearinghouse.com says

You will be charged extra if you select more then 10 domain name labels [Please refer to the Fee schedule]

OK

Click on "OK" to add more than ten labels to your trademark record order. Please refer to the fee structure for an overview of the cost for additional domain labels.

When you have added all the labels you wish to include, finalize your order by clicking on "Submit" at the bottom of the page, by reviewing your order and by paying the related fees.

[Trademark Holder/Trademark agent] hereby certifies that the information submitted to the Clearinghouse is, to the best of [Trademark Holder/Trademark agent] knowledge, complete and accurate, that the trademarks set forth in this submission are currently in use in the manner set forth in the accompanying specimen, in connection with the class of goods or services specified when this submission was made to the Clearinghouse; that this information is not being presented for any improper purpose; and that if, at any time, the information contained in this submission is no longer accurate, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time of that information which is no longer accurate, and to the extent necessary, provide that additional information necessary for the submission to be accurate. Furthermore, if any Clearinghouse-verified mark subsequently becomes abandoned by the Trademark Holder, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.
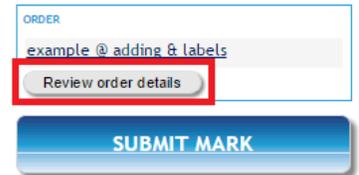
SUBMIT

2.2 Adding domain labels when reviewing order

After you have submitted your trademark record and you have not proceeded with confirming your order details, a box on the right corner of your "Mark Overview" page will appear.
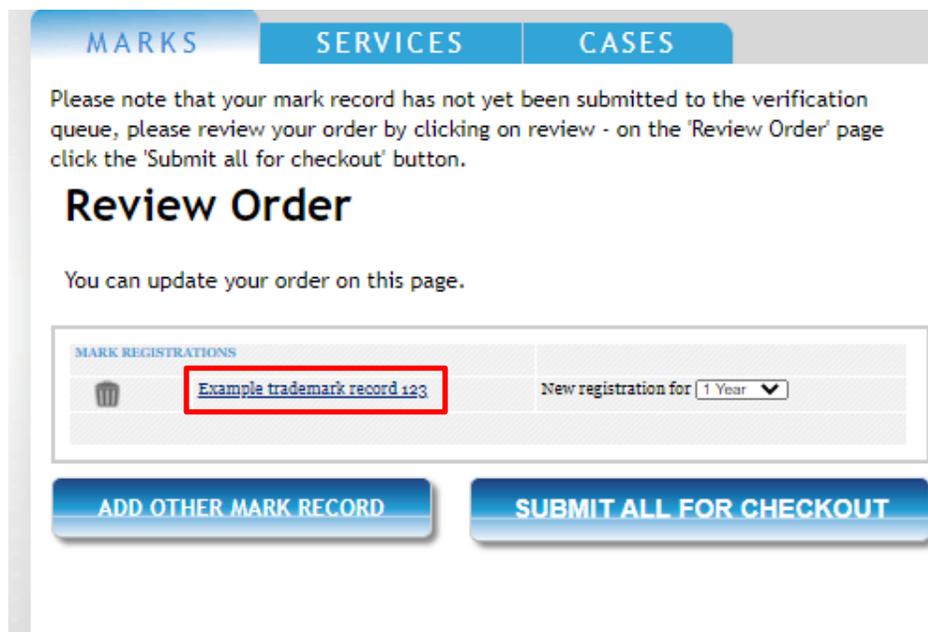
If you wish to complete your order, please click on "Review order details".

After clicking on "Review order details", the following screen will pop up:

If you wish to add additional domain labels to your existing order, click on your trademark record.

When clicking on your trademark name (meaning that you wish to review/modify your current order), the following screen will appear. Please click on "Edit" and make the necessary changes in the label section.

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all for checkout' button.

Example trademark record 1 2 3

NAME OF THE MARK*	Example trademark record 1 2 3
MARK TYPE*	Registered Trademark
STATUS*	ORDER

EDIT

HANDLE 00018116040698081604069808-1   (View more details)

COMMENT

Date & timestamp	Comment number	Comment	Status

Uploaded attachments #1436 Proof of use - Other (View more details)

Uploaded attachments #1437 Declaration of Proof of use including one single sample (View more details)

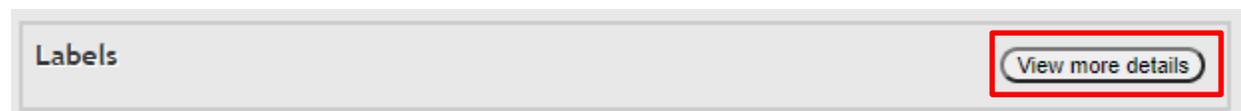## 2.3 Adding domain labels to a verified trademark record

Adding standard domain labels to verified trademark records can only be done when less than 10 standard domain labels are related to the trademark record (meaning that eligible domain labels have been unchecked at submission of the trademark record). You are then able to add up to 10 domain labels.

Please log into your Trademark Clearinghouse account, you will then be redirected to the "Marks Overview" page.

Select the trademark record of your choice and then click on the "View more details" button in the "Label" section.

You will be able to add labels directly via the "Add Label" text box. Please see the example below.

2.4 Matching rules

Labels can only be added if they respect the matching rules. Should you attempt to add a label which does not follow the matching rules, the following messages will appear on the top of your page:

When the label is already included in the list or cannot be added, the following message will appear at the top of the page:

Label exists or can not be added

When you have inserted a label which follows the matching rules, the domain label will be added and the following message will appear at the top of the page:

Label has been added

After the label has been added, click on "Review order details" in the right corner of the page to complete the order and to pay the related fees.