

## COLEMAN COUNTY MARKS & BRANDS REGISTRATION INSTRUCTIONS

YOU MAY FILL OUT THE FORM BEFORE BRINGING IT TO THE COLEMAN COUNTY CLERK'S OFFICE. **DO NOT SIGN** YOUR NAME UNTIL YOU ARE IN FRONT OF A DEPUTY OF THE CLERK'S OFFICE SO THAT IT CAN BE ATTESTED TO.

**IF YOU WISH TO SIGN YOUR APPLICATION PRIOR TO BRINGING IT TO US OR MAILING IT, YOU MUST HAVE IT ACKNOWLEDGED BY A NOTARY BEFORE IT CAN BE FILED.**

PLEASE REMEMBER TO FILL OUT THE BLANK MARKED "**BRAND DESCRIPTION**". THIS HELPS US TO INDEX YOUR BRAND AND IT WILL BE EASIER TO FIND IF WE NEED TO SEARCH FOR IT IN THE FUTURE. IF YOUR BRAND HAS A NAME, ENTER THE NAME IN THIS BLANK.

YOU ARE NOT REQUIRED TO FILL THIS FORM OUT AHEAD OF TIME. YOU MAY COME INTO THE CLERK'S OFFICE AND WE WILL PROVIDE YOU WITH THE SAME FORM AT THAT TIME.

WHEN YOU FILE A RENEWAL OR A NEW BRAND, WE WILL CHECK THE INDEX TO MAKE SURE YOU ARE THE CURRENT OWNER OR THAT THE BRAND IS NOT CURRENTLY IN USE. MARKS AND BRANDS ARE GOOD FOR 10 YEARS AND ALL BRANDS WILL RENEW AT THE SAME TIME. RENEWALS MUST BE FILED DURING THE PERIOD OF AUGUST 31, 2021 TO FEBRUARY 29, 2022. DO NOT FILE YOUR BRAND REGISTRATION RENEWAL PRIOR TO AUGUST 31, 2021.

**THE NEXT RENEWAL PERIOD FOR BRANDS WILL BE FROM AUGUST 31, 2031 TO FEBRUARY 28, 2032.**

**FEE FOR FILING:** \$25.00 PER BRAND/ PER LOCATION  
\$ 1.00 Oath Administration Fee – If document has not been acknowledged by a notary

**OFFICE HOURS:** 8:00 AM TO 4:30 PM MONDAY – THURSDAY  
8:00 AM TO 4:00 PM FRIDAY

**OFFICE LOCATION:** 100 W. LIVEOAK STREET, SUITE 105  
COLEMAN, TX 76834

**QUESTIONS?**

**CALL US AT 325-625-2889**