Change of Owner's Address

TEAS - Version 5.8 : 01/14/2017

Each field name links to the relevant section of the "HELP" instructions that will appear at the bottom of the screen.

Important: ONCE A CHANGE OF OWNER'S ADDRESS IS SUBMITTED ELECTRONICALLY, THE USPTO WILL IMMEDIATELY PROVIDE THE SENDER WITH AN ELECTRONIC ACKNOWLEDGMENT OF RECEIPT. Please contact teas@uspto.gov within 24 hours of transmission (or by the next business day) if you do not receive this acknowledgment.

Contact Points:
For general trademark information, please e-mail TrademarkAssistanceCenter@uspto.gov, or telephone 1-800-786-9199. If you need help in resolving technical glitches, please e-mail teas@uspto.gov. Please include your telephone number in your e-mail, so we can talk to you directly, if necessary. For status information on an application or registration that has an assigned U.S. serial or registration number, use https://tsdr.uspto.gov, or telephone 703-305-8747.

NOTE ABOUT STATUS CHECKS: Do NOT check the status of a filing until at least 72 hours after submission of the filing, to allow sufficient time for our databases to be updated.

Instructions:
To file the Change of Owner's Address Form electronically, please complete the following steps:
Step 1. Fill out all fields for which information is known. Fields with a * symbol are mandatory for filing purposes and must be completed.
Step 2. Validate the form, using the Validate button at the end of the form. If there are errors, go back to step 1.
Step 3. If validation of all mandatory fields is successful, you will be navigated to a confirmation screen.
Step 4. You will receive an e-mail acknowledging receipt of your submission.

<table>
<thead>
<tr>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mark</th>
</tr>
</thead>
</table>
Change of Owner's Address

TEAS - Version 5.8 : 01/14/2017

By submission of this request, the undersigned requests that the following new address be made of record for the owner/holder:

<table>
<thead>
<tr>
<th>New Address Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Internal Address</strong></td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td>(Required for U.S. owners/holders)</td>
</tr>
<tr>
<td><strong>Country or U.S. Territory</strong></td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong></td>
</tr>
<tr>
<td>(Required for U.S. owners/holders)</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
</tr>
<tr>
<td><strong>Internet E-mail Address</strong></td>
</tr>
</tbody>
</table>

☐ Check here to authorize the USPTO to communicate with the owner/holder via e-mail.

NOTE: By checking this box, the owner/holder acknowledges that it is solely responsible for receipt of USPTO documents sent via e-mail. The owner/holder should periodically check the status of its application through the...
Trademark Status & Document Retrieval (TSDR) system, to see if the USPTO has e-mailed an action. If an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to the owner’s, the owner’s attorney’s, or the owner’s domestic representative’s security or anti-spam software, or any problems within the owner’s, the owner’s attorney’s, or the owner’s domestic representative’s e-mail system. All sent actions can be viewed on-line, via the TSDR system.
On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at:

Navigation History: Wizard > Mark Information > Owner Info > Signature

Change of Owner's Address
TEAS - Version 5.8 : 01/14/2017

Signature Information

Click to choose ONE signature method:

○ Sign directly  ○ E-mail Text Form to second party for signature  ○ Handwritten pen-and-ink signature

NOTE: Only one signature is required, regardless of the number of owners/holders. To add a signature option, if appropriate, use the "Add Signatory" button, below.

Electronic Signature

To electronically sign this document, enter any alpha/numeric characters (letters/numbers) of your choosing, preceded and followed by the forward slash (/) symbol. Most signatories enter their name between the two forward slashes; examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.

* Signature

* Signatory's Name

* Signatory's Position

NOTE: Enter the appropriate title or the nature of the relationship to the owner/holder - if an individual, enter "Owner" or "Holder," as appropriate; if an attorney, enter "Attorney of record, [specify at least one state] bar member," e.g., "Attorney of record, New York bar member"; if an authorized signatory of a business entity enter, e.g., "President," "Vice President," "General Partner" (if a partnership), or "Principal" (if a limited liability company). The designation "authorized signatory" is not acceptable.

NOTE: If the attorney signing is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, include firm name to establish acceptability of signature, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar Member.

Signatory's Phone Number

* Date Signed

(MM/DD/YYYY)
On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: [http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp](http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp).

### Signature Information

**Click to choose ONE signature method:**

- [ ] Sign directly
- [ ] E-mail Text Form to second party for signature
- [ ] Handwritten pen-and-ink signature

**NOTE:** Only one signature is required, regardless of the number of owners/holders. To add a signature option, if appropriate, use the "Add Signatory" button, below.

### Text Form for E-Signatures

<table>
<thead>
<tr>
<th>Signatory's Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatory's Position</td>
<td>NOTE: Enter the appropriate title or the nature of the relationship to the owner/holder - if an individual, enter &quot;Owner&quot; or &quot;Holder,&quot; as appropriate; if an attorney, enter &quot;Attorney of record, [specify at least one state] bar member,&quot; e.g., &quot;Attorney of record, New York bar member&quot;; if an authorized signatory of a business entity enter, e.g., &quot;President,&quot; &quot;Vice President,&quot; &quot;General Partner&quot; (if a partnership), or &quot;Principal&quot; (if a limited liability company). The designation &quot;authorized signatory&quot; is not acceptable. <strong>NOTE:</strong> If the attorney signing is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, include firm name to establish acceptability of signature, e.g., Associate Attorney, Smith, Jones &amp; Davis, Virginia Bar Member.</td>
</tr>
<tr>
<td>Signatory's Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

[Go Back] [Add Signatory] [Validate]

Burdens/Privacy Statement | TEAS Form Burden Statement
Change of Owner's Address

On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp.

Navigation History: Wizard > Mark Information > Owner Info > Signature

Change of Owner's Address
TEAS - Version 5.8 : 01/14/2017

Signature Information

Click to choose ONE signature method:
- Sign directly
- E-mail Text Form to second party for signature
- Handwritten pen-and-ink signature

NOTE: Only one signature is required, regardless of the number of owners/holders. To add a signature option, if appropriate, use the "Add Signatory" button, below.

Text Form for Handwritten Signature Scanning

This option uses a Text Form (available after clicking on the Validate button) that will be signed by the proper signatory(ies) in the traditional "pen-and-ink" manner. Or, if you already have a signed response for this application, you can attach it directly here, rather than relying on the USPTO's text form version. NOTE: If you are using the Text Form approach, you must after validation save the application data, and then pull up the saved form to attach the scanned file for final submission.

Click on the Browse/Choose File button to select file that contains the scanned response signature from your local drive. The scanned file should only include the response language with the appropriate signature information (signature, signatory's name, signatory's position, and signature date). Do not include the entire application, but do ensure that the boilerplate declaration language appears; i.e., a signature by itself is not acceptable absent the required declaration language.

NOTE: Only one signature is required, regardless of the number of owners/holders. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form. If left blank, you will initially receive a WARNING message, which you can by-pass by clicking the "Continue" button. After receipt of the signed declaration, you must then use the information provided therein to complete the fields for "Signatory's Name" and "Signatory's Position." At the time of final submission, these are mandatory fields, which will produce an ERROR if left blank.

* Signatory's Name

* Signatory's Position
NOTE: Enter the appropriate title or the nature of the relationship to the owner/holder - if an individual, enter "Owner" or "Holder," as appropriate; if an attorney, enter "Attorney of record, [specify at least one state] bar member," e.g., "Attorney of record, New York bar member"; if an authorized signatory of a business entity enter, e.g., "President," "Vice President," "General Partner" (if a partnership), or "Principal" (if a limited liability company). The designation "authorized signatory" is not acceptable.

NOTE: If the attorney signing is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, include firm name to establish acceptability of signature, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar Member.

Signatory's Phone Number
Change of Owner’s Address

On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp.

Navigation History: Wizard > Mark Information > Owner Info > Signature

Change of Owner's Address
TEAS - Version 5.8 : 01/14/2017 - Validation Page

On Fri Feb 03 11:09:43 EST 2017 You completed all mandatory fields.

STEP 1: Review the form data in various formats, by clicking on the phrases under Form Data. Use the print function within your browser to print these pages for your own records.

Application Data

- Input
- XML File
- Textform for HandWritten Signature

STEP 2: If any of the information is incorrect, click on the Go Back to Modify button (bottom of this page) to make changes, then re-validate the form by clicking on the Validate Form button (bottom of the form).
Note: If you are using the e-signature approach or the handwritten pen-and-ink signature approach, you must click on the final link to access the specific "text form" for that purpose.

STEP 3: If there are no errors and you are ready to file this form electronically, confirm the e-mail address for acknowledgment. Once you submit the form electronically, we will send an electronic acknowledgment of receipt to the e-mail address entered below. If no e-mail address appears, you must enter one. If we should send the acknowledgment to a different e-mail address, or to an additional address(es), please enter the proper address or additional address(es). For multiple addresses/receipts, please separate e-mail addresses by either a semicolon or a comma.

NOTE: This e-mail address is only for the purpose of receiving the acknowledgment that the transmission reached the USPTO, and is not related to the e-mail that will be used for correspondence purposes (although it could be the same address). The official e-mail address that the USPTO will use for any communication is whatever appears in the record for that purpose. If necessary, use the Change of Correspondence address form to update an e-mail address, as it will NOT be changed based on the specific entry below.

* E-mail for acknowledgment

To ensure we can deliver your e-mail confirmation successfully, please re-enter your e-mail address(es) here:

* E-mail for acknowledgment
**STEP 4:** To download and save the form, click on the Download Portable Data button at the bottom of this page. The information will be saved to your local drive. To begin the submission process with saved data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page. At "[OPTIONAL] To access previously saved data, use the "Browse/Choose File" button below to access the file from your local drive." REMINDER: Do NOT try to open the saved .obj/.xml form directly. You must return to the very first page of the form, as if starting a brand new form, and then use the specific "Browse/Choose File" button on that page to import the saved file. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

**STEP 5:** Read and confirm the following:

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**Important Notice:**

Please note that:
(1) If a fee was required, once you submit this form, we will not refund the fee, because it is a processing fee for our substantive review.
(2) All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, e-mail address, and street address. By filing this document, you acknowledge that **YOU HAVE NO RIGHT TO CONFIDENTIALITY in the information disclosed.** The public will be able to view this information in the USPTO's on-line databases and through internet search engines and other on-line databases. This information will remain public even if the application is abandoned or any registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.
(3) Private companies **not** associated with the USPTO often use trademark application and registration information from the USPTO's databases to mail or e-mail trademark-related solicitations (samples of non-USPTO solicitations included).

* ☐ If you have read and understand the above notice, please check the box before you click on the Pay/Submit button.

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**STEP 6:** Click on the Submit button below to complete the filing process. Shortly after clicking that button, you should see a screen that says **SUCCESS!** Within 24 hours, the email acknowledgement will also be sent.