

Notice: Section 508 of the Workforce Investment Act of 1998 requires that all U.S. Federal Agencies make their websites fully accessible to individuals with disabilities. See [29 U.S.C. §794d](#). While the Trademark Electronic Application System (TEAS) forms do comply with Section 508, the form previews currently do not meet all standards for web accessibility. If you cannot access a TEAS form preview or have any questions about this notice, please contact the Trademark Assistance Center (TAC) at 1-800-786-9199 (select option#1), Monday-Friday, 8:30 a.m. to 8 p.m., ET.

PTO-2300

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U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

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## Change Address or Representation Form

TEAS - Version 7.6

### GENERAL FORM INFORMATION:

- **TIMEOUT WARNING:** You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.
- **DO NOT USE YOUR BROWSER BACK/FORWARD BUTTONS:** Use only the navigation buttons at the bottom of each page.
- **REQUIRED FIELDS:** All have a **RED ASTERISK (\*)**, and the form will not validate if these fields are not filled-out.

### USE THIS FORM TO UPDATE...

#### PRIMARY EMAIL ADDRESS FOR CORRESPONDENCE:

Update by Changing the email address of the appointed attorney, if any, otherwise the email address of the trademark owner/holder to change the **Primary Email Address for Correspondence**. A separate email address for correspondence is **NOT** permitted, however Secondary Email Address(es) for courtesy copies may be provided.

#### OWNER INFORMATION (Mailing address, Email, Phone or Fax number(s)):

- **Updating Multiple Files:** To make changes for more than one application or registration **having the identical single owner/holder**, enter multiple serial/registration numbers (but not exceeding 300 serial/registration numbers per request form, separating each with a space, with no punctuation).
- **Updating Files with Multiple Owners/Holders:** Updates to the owner's/holder's information in an application or registration **having multiple owners/holders** must be made ONE serial/registration number at a time.
- **Registrants:** Use of this form to change the owner's/holder's address will NOT automatically generate an updated registration certificate (URC). To obtain an URC that reflects the new address, you must submit a written request for the URC pursuant to §7 of the Act, along with the required fee.

#### ATTORNEY & REPRESENTATIVE INFORMATION (Bar, Street address, Email, Phone or Fax number(s)):

- **Updating Multiple APPLICATION/REGISTRATIONS with the SAME owner/holder and attorney and/or domestic representative of record:** To change the address of the attorney and/or domestic representative within more than one application or registration, enter multiple serial/registration numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with no punctuation). Continue through the form.
- **Updating Multiple APPLICATIONS/REGISTRATIONS having DIFFERENT owners/holders (same attorney and/or domestic representative of record):** Enter multiple application/registration numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with no punctuation). Answer YES to the ATTORNEY PORTFOLIO UPDATES question on this page. Continue through the form. Only the information for an already appointed attorney and domestic representative can be updated.

**CHANGING THE NAME OF THE APPOINTED ATTORNEY AND/OR DOMESTIC REPRESENTATIVE:**

**Updating Multiple Files for Identical Owners/Holders:** To revoke/appoint the attorney and/or domestic representative or withdraw as domestic representative within more than one application or registration **having the identical owner/holder and attorney and/or domestic representative of record**, enter multiple serial/registration numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with no punctuation).

**CHANGING THE NAME OF THE OWNER/HOLDER:**

The name of the owner/holder is not editable within this form. Visit the USPTO'S website for [information on Assignments](#) or [file a recordal with the Assignments Division](#) to record or effect transfer of ownership of an application or registration from one party to another.

\* Enter the [Serial or Registration Number\(s\)](#)

**ATTORNEY PORTFOLIO UPDATES:** Are you using this form to make changes **only** to the attorney information (not including attorney name) in multiple applications and/or registrations?

Yes  No

**OR**

To access **previously-saved data**, use the "Browse/Choose File" button below to access the file from your local drive, and then click the "Continue" button. You cannot change your previous answers to the initial questions; however, you can change data within an existing section(s) of a saved form. To introduce a completely new section, you must start a new form. Visit the USPTO's website for [instructions on retrieving your saved data](#).

**Applications or Registrations Based on Section 66(a) of the Act:** Use this form to provide or update an email address or domicile address for the holder of an extension of protection of an international registration to the United States. Changes to either the name or mailing address of a trademark holder must be made directly with the International Bureau (IB) of the World Intellectual Property Organization, through [Form MM9](#). Madrid Protocol Article 9bis. Once the change is recorded in the International Register, the IB will notify the USPTO and the USPTO will update its records.

**General Instructions:**

**Step 1.** Scroll to the bottom of this page to select the type of updates to be made in each Application/Registration listed below by selecting the appropriate radio button and answering "Yes" or "No" to each question that appears.

**Step 2.** Use the **Continue** buttons at the bottom of each page to move through the form. Fill out all fields for which information is known. Fields with a \* symbol are mandatory and must be completed.

**Step 3.** When data entry is complete, choose a signature option and submit the form using the **Submit** button at the end of the form. If successful, you will be navigated to a confirmation screen.

**Step 4.** An email acknowledging receipt of the submission (a filing receipt) will be sent to the Primary Email Address for Correspondence.

Serial Number	
Mark	

<b>Owner/Holder Information</b>	<b>Email Address:</b>
<b>Attorney Information</b>	<b>Email Address:</b>
<b>Primary Email Address for Correspondence</b>	
<b>Warning:</b> This is the email address currently of record in the USPTO database. If it is not the email address of either the appointed attorney, if any, otherwise the owner, it must be updated.	
<b>Secondary Email Address(es) (Courtesy Copies)</b>	

Use the radio buttons below to indicate the role of the person who is using this form in relation to the Serial/Registration Number(s) entered:

**Owner**

Select this button if you are the trademark owner/holder:

- Update your information (if unrepresented by an attorney)
- Update the information of an already appointed domestic representative (if unrepresented by an attorney)
- Revoke or appoint an attorney or domestic representative
- Remove an attorney from the USPTO's database because the power of attorney has ended

**Warning:** You have indicated that you are the trademark owner/holder, but the USPTO's database identifies a recognized attorney for the Serial/Registration Number(s) entered. For the owner/holder to use this form to update information, revoke the power of the previously-appointed attorney by answering "YES" to the question below. If not revoked, only the recognized attorney can make updates to the information.

**1. Does the trademark owner/holder want to REVOKE the authority of a currently appointed attorney?**

Answering "Yes" to this question will remove the attorney information from the record.

Yes  No

**2. Do you want to UPDATE the mailing address, email address, phone or fax number(s) for the trademark owner/holder?**

The email address of the owner/holder will be used as the primary email address for receipt of trademark correspondence from the USPTO if the owner/holder is not represented by a U.S.-licensed attorney. If represented, a separate owner/holder email address is still required so that the owner can be contacted should representation end.

Yes  No

**3. Does the trademark owner/holder want to APPOINT a U.S.-licensed attorney?**

[Foreign-domiciled owners/holders](#) must have a U.S.-licensed attorney represent them before the USPTO in any application- or registration-related filing. [Information about hiring a U.S.-licensed attorney](#) can be found on the USPTO website.

Yes  No

**Attorney**

Select this button if you are an **already appointed attorney or newly appearing as the attorney**:

- Update your information (including bar information)
- Update the information of the trademark owner/holder
- Update the information of an already appointed domestic representative
- Revoke an already appointed domestic representative
- Withdraw as domestic representative
- Appoint a new domestic representative
- Replace the primary attorney with another already appointed attorney

**1. Do you want to UPDATE the mailing address, email address, phone or fax number(s) for the trademark owner/holder?**

The email address of the owner/holder will be used as the primary email address for receipt of trademark correspondence from the USPTO if the owner/holder is not represented by a U.S.-licensed attorney. If represented, a separate owner/holder email address is still required so that the owner can be contacted should representation end.

Yes  No

**2. Does the appointed attorney want to UPDATE their bar information, email address, street address, phone or fax number?**

[Foreign-domiciled owners/holders](#) must have a U.S.-licensed attorney represent them before the USPTO in any application- or registration-related filing. [Information about hiring a U.S.-licensed attorney](#) can be found on the USPTO website.

Yes  No

**3. Do you want to REPLACE the attorney of record with another already-appointed attorney?**

Yes  No

**Domestic Representative**

Select this button if you are the appointed domestic representative:

- Withdraw as domestic representative

Owner Information	
<u>Name</u>	<input type="text"/>
<u>Internal Address</u>	<input type="text"/>
<p><b>* <u>Mailing Address</u></b>                      (Entered address is publicly viewable in the USPTO's <a href="#">TSDR</a> database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)</p>	<p><input type="text"/></p> <p><small>NOTE: You must limit your entry here, and for all remaining fields within this overall section, to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.</small></p>
<b>* <u>City</u></b>	<input type="text"/>
<p><b>* <u>State</u></b>                      (Required for U.S. owners/holders)</p>	<p>State <input type="text"/></p> <p><small>NOTE: You must include as part of the "city" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</small></p>
<b>* <u>Country/Region/Jurisdiction</u> <u>/U.S. Territory</u></b>	United States <input type="text"/>
<b>* <u>Zip/Postal Code</u></b> (Required for U.S. and certain international addresses)	<input type="text"/>
<p><b><u>Domicile Address</u></b>                      (Entered address is not publicly viewable in the USPTO's <a href="#">TSDR</a> database unless it is the same as the mailing address. If your mailing address is not your domicile, you must enter the number, street, city, state, country or U.S. territory, and</p>	<p><input type="checkbox"/> Uncheck this box if the Domicile Address and mailing address of the applicant owner/holder are NOT the same.</p> <p><input type="text"/></p> <p>Indicate place you reside and intend to be your principal home (for individual) or your principal place of business (for entity).</p>

if applicable, zip/postal code of your <b>domicile</b> address. In most cases, a P.O. box, "care of" address, or similar variation is not acceptable as a domicile address.)	
<b>Phone Number</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>
<b>* Email Address</b> Confirm that the email address is correct before continuing. The owner email address is not publicly viewable in the USPTO's <a href="#">TSDR</a> database.	<input type="text"/> The owner/holder is required to provide an email address and keep that address current. If the owner/holder is represented by a U.S.-licensed attorney, only the attorney's email address will be used for correspondence by the USPTO. <b>NOTE:</b> The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system. USPTO notices and office actions issued in this application/registration can be viewed online using <a href="#">TSDR</a> . The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

**By submission of this request, the undersigned confirms that (1) representation is ongoing and (2) that the individual listed below should now be identified as the attorney of record:**

<b>*Statement of the Reason(s) For the Replacement</b>
<b>AND/OR</b>  0 file(s) attached

Replacement of Attorney With Another Already Appointed Attorney	
<b>* Name</b>	<input type="text"/>
<b>Firm Name</b>	<input type="text"/>
<b>Individual Attorney Docket/Reference Number</b>	<input type="text"/>
<b>* Bar Membership</b>	<b>* Year of Admission</b> <input type="text" value="Select Year"/>
	<b>* U.S. State/Commonwealth/Territory</b> <input type="text" value="Select State"/>
	<b>* Membership Number</b> <input type="text"/> You must enter "N/A" or a membership/registration number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR. You must limit your entry here to no more than 40 alphanumeric characters.

	<input type="checkbox"/> * The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.
<u>Other Appointed Attorney(s)</u>	<input type="text"/>
<u>Recognized Canadian Attorney/Agent</u>	<input type="text"/>
<u>Internal Address</u>	<input type="text"/>
* <u>Street Address</u>	<input type="text"/> NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see below), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.
* <u>City</u>	<input type="text"/> NOTE: You must limit your entry here to no more than 22 characters.
* <u>State</u> (Required for U.S. addresses)	<input type="text" value="State"/> NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.
* <u>Country/Region/Jurisdiction/ U.S. Territory</u>	<input type="text" value="United States"/>
* <u>Zip/Postal Code</u> (Required for U.S. and certain international addresses)	<input type="text"/>
<u>Phone Number</u>	<input type="text"/>
<u>Fax Number</u>	<input type="text"/>
* <u>Email Address</u>	<input type="text"/> The appointed attorney's email address must be provided and kept current with the USPTO. NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system. USPTO notices and office actions issued in this application/registration can be viewed online using <a href="#">TSDR</a> . The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

**By submission of this request, the undersigned REVOKES the power of attorney currently of record.**

**Attorney Information**

**Email Address:**

**By submission of this request, the undersigned appoints the following new attorney, is newly appearing as the attorney, or updates the information of an existing attorney of record:**

**New Attorney and/or Change of Attorney Information**

<b>* <u>Name</u></b>	<input type="text"/>
<b><u>Firm Name</u></b>	<input type="text"/>
<b><u>Individual Attorney Docket/Reference Number</u></b>	<input type="text"/>
<b>* <u>Bar Membership</u></b>	<b>* Year of Admission</b> <input type="text" value="Select Year"/>
	<b>* U.S. State/Commonwealth/Territory</b> <input type="text"/>
	<b>* Membership Number</b> <input type="text"/> You must enter "N/A" or a membership/registration number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR. You must limit your entry here to no more than 40 alphanumeric characters.
	<input type="checkbox"/> <b>* The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.</b>
<b><u>Other Appointed Attorney(s)</u></b>	<input type="text"/>
<b><u>Recognized Canadian Attorney/Agent</u></b>	<input type="text"/>
<b><u>Internal Address</u></b>	<input type="text"/>
<b>* <u>Street Address</u></b>	<input type="text"/> <b>NOTE:</b> You must limit your entry here, and for all remaining fields within this overall section (except City, see below), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.
<b>* <u>City</u></b>	<input type="text"/> <b>NOTE:</b> You must limit your entry here to no more than 22 characters.
<b>* <u>State</u> (Required for U.S. addresses)</b>	<input type="text"/> <b>NOTE:</b> You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.
<b>* <u>Country/Region/Jurisdiction/ U.S. Territory</u></b>	<input type="text"/>
<b>* <u>Zip/Postal Code</u> (Required for U.S. and certain international addresses)</b>	<input type="text"/>
<b><u>Phone Number</u></b>	<input type="text"/>
<b><u>Fax Number</u></b>	<input type="text"/>



**\* [Email Address](#)**

The appointed attorney's email address must be provided and kept current with the USPTO.

**NOTE:** The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the [Trademark Status & Document Retrieval \(TSDR\)](#) system. USPTO notices and office actions issued in this application/registration can be viewed online using [TSDR](#). The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.

**Correspondence Information**

Watch the [TEAS Nuts and Bolts: Correspondence Information video](#) on the USPTO website for instructions on this page.

To make changes to the Primary Email Address for Correspondence below, either

- (1) return to the Owner Information section (if no attorney has been appointed) and enter the change, or
- (2) use the Attorney Information section of the form to enter the change (if an attorney has been appointed).

**WARNING:** The information you entered in this form will be applied to all listed serial/registration numbers; thus, to use this form properly, the new address information must be the same for all of the listed applications/registrations.

**[Name](#)**

**Primary Email Address for Correspondence:**

**Secondary Email Address(es) (Courtesy Copies)**

Enter up to 4 addresses, separated by either a **semicolon** or a **comma**.

Only the Primary Email Address for Correspondence is used for official communication by the USPTO. If an attorney has been appointed, the USPTO will correspond **ONLY** with the appointed attorney; otherwise the USPTO will correspond with the applicant owner/holder. The applicant owner/holder or the appointed attorney must keep this email address current with the USPTO.

**NOTE:** I understand that (1) a valid email address must be maintained by the applicant owner/holder and the applicant owner's/holder's attorney, if appointed, for correspondence and (2) all official trademark correspondence must be submitted via the Trademark Electronic Application System (TEAS).

**[Email Address](#)**

### Signature Information

Click to choose ONE [signature method](#):

[Sign directly](#)  [Email Text Form to second party for signature](#)  [Handwritten pen-and-ink signature](#)

\*You **must** click *one* of the three buttons below to confirm that you are legally authorized to sign this form based on the trademark rules governing representation of others before the USPTO.

**Owner/Holder:** I hereby confirm that I am either: (1) the owner(s)/holder(s); or (2) a person or persons(s) with legal authority to bind the owner(s)/holder(s).

**ADVISORY:** Click the above first button *only* if you are the owner(s)/holder(s) or legally authorized to bind the owner(s)/holder(s); such as an officer of the owner/holder corporation or association, or a general partner of the owner/holder partnership.

**Authorized U.S.-Licensed Attorney:** I hereby confirm that

- I am an attorney who is an active member in good standing of the bar of the highest court of a U.S. state (including the District of Columbia and any U.S. Commonwealth or territory);
- I am currently the owner's/holder's attorney or an [associate](#) thereof;
- To the best of my knowledge, if prior to my appointment another U.S.-licensed attorney **not currently associated with my company/firm** previously [represented](#) the owner/holder in this matter:
  - the owner/holder has revoked their power of attorney by filing a signed revocation or substitute power of attorney with the USPTO;
  - the USPTO has granted that attorney's withdrawal request;
  - the owner/holder has filed a power of attorney appointing me in this matter; or
  - the owner's/holder's appointed U.S.-licensed attorney has filed a power of attorney appointing me as an associate attorney in this matter.

**Authorized Canadian Trademark Attorney/Agent:** I hereby confirm that

- An authorized U.S.-licensed attorney has been appointed to represent the owner;
- I have been granted reciprocal recognition under 37 C.F.R. §11.14(c)(1) by the USPTO's Office of Enrollment and Discipline; and
- I am an authorized signatory based on 37 C.F.R. §11.14(c)(2).

**ADVISORY:** Foreign attorneys (other than authorized Canadian attorneys/agents) may not sign responses and are prohibited from representing an owner/holder before the USPTO in trademark matters.

**NOTE:** If more than one owner/holder, **ALL** must sign the overall submission.

**Attorney May Sign:** If the form is being used to appear on behalf of an applicant, registrant, or party to a proceeding who is not already represented by a U.S.-licensed attorney, appoint other associate attorneys, remove an associate attorney previously designated in the application record (i.e., those attorneys identified as "other appointed attorneys" in the record or specified in a previous appointment form), or change the address for the primary attorney of record, the form may be signed by the current attorney of record.

### 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/.

<p><b>* <a href="#">Signature</a></b></p>	<input style="width: 100%;" type="text"/> Examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/. <b>NOTE:</b> Must be personally signed by the individual listed in the Signatory's Name field. <a href="#">37 C.F.R. §2.193(a)</a> . The person signing may not enter someone else's signature.	<p><b>* <a href="#">Date Signed</a></b></p>	<input style="width: 100%;" type="text"/> (MM/DD/YYYY)
<p><b>* <a href="#">Signatory's Name</a></b></p>	<input style="width: 100%;" type="text"/>		
<p><b>* <a href="#">Signatory's Position</a></b></p>	<input style="width: 100%;" type="text"/> Enter appropriate title or nature of relationship to the owner/holder. If the signer is - An <b>individual owner/holder</b> , enter "Owner" or "Holder" as appropriate. - <b>Joint individual owners/holders</b> , enter "Owners" or "Holders" as appropriate (all must sign the form). - A <b>business entity</b> authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company). - A U.S.-licensed <b>attorney</b> , enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney 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, also include law firm name, e.g., Associate.		
<p><b><a href="#">Signatory's Phone Number</a></b></p>	<input style="width: 100%;" type="text"/>		

**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. **Note:** It is important that you review this information for accuracy and completeness now. Corrections after submission may not be permissible, thereby possibly affecting your legal rights.

■ **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, confirm the **Primary Email Address for Correspondence**, displayed below. To make changes to this email address, use the navigation buttons below to return to the appropriate page in the form and update either the attorney's email address, if appointed, or the applicant owner's/holder's email address. **Courtesy copies** are also permitted and these email address(es) are displayed below. To update these addresses, use the navigation buttons below to return to the Correspondence Information page and enter the changes.

After you submit the form, the USPTO will send an acknowledgment of receipt to the following email address(es):

<b>Primary Email Address for Correspondence</b>	
<b>Secondary Email Address(es) (Courtesy Copies)</b>	

■ **STEP 4:** To download and save the form data, click on the [Save Form](#) 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 .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:

**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, correspondence email address, and mailing address. By filing this document, you acknowledge and agree 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 email 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 **Submit** button.

■ **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.