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

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Request for Withdrawal as Attorney of Record/Update of USPTO's Database After Power of Attorney Ends

TEAS - Version 7.6

Please enter the **serial/registration number(s)*** for which you, as the Attorney of Record, are seeking either to: 1) withdraw as the Attorney of Record pursuant to 37 C.F.R. §11.116; or 2) update the USPTO's database after a power of attorney has ended pursuant to 37 C.F.R. §2.17(g). For multiple requests, separate each number with a space only; do not use any punctuation.

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.

INSTRUCTIONS:

- You must provide any missing owner and/or attorney information (such as email or bar information) prior to using this form if you are withdrawing for any reason other than the following: the mark has registered, ownership has changed, the application has abandoned, or the mark has cancelled or expired.
- You must complete any field preceded by the symbol "*"

*Please enter the [Serial/Registration Number\(s\)](#):

WARNING: If entering multiple serial/registration numbers, the owner/holder of record must be identical for **ALL** listed numbers since the change of address information entered for the first number will apply to all. If the owner/holder is not the same, you **MUST** complete separate forms for each different owner/holder. Otherwise, upon withdrawal/update of the USPTO's database, the new correspondence address will be incorrect for any serial/registration number beyond the first one provided.

Each hyperlinked term links to relevant information that will appear in a pop-up window.

CONTACT:

For **general trademark information or help navigating the forms**, email TrademarkAssistanceCenter@uspto.gov, or telephone 1-800-786-9199 (press 1).

If you need help resolving **technical glitches**, email TEAS@uspto.gov. Please include in your email your phone number, serial or registration number, and a screenshot of any error message you may have received.

Status Check:

The status of the filing is available in the [Trademark Status & Document Retrieval System \(TSDR\)](#) 72 hours after filing.

Instructions

To file this form, please complete the following steps:

1. Fill out all fields for which information is known. Fields with a * symbol are mandatory for filing purposes and must be completed.
2. Validate the form, using the "Validate" button at the end of the form. If there are errors, go back to step 1.
3. Use the Pay/Submit button at the bottom of the validation screen. This will allow you to choose from 3 different [payment methods](#): credit card, automated deposit account, or electronic funds transfer. After accessing the proper screen for payment, and making the appropriate entries, you will receive a confirmation screen if your transmission is successful. Or, use the "Save Form" button to save your work for submission at a later time.
4. An email acknowledging receipt of the submission (a filing receipt) will be sent to the Primary Email Address for Correspondence.

Mark	
Owner/Holder Information Warning: The owner email address will become the Primary Email Address for Correspondence upon submission of this form. Use the Change Address or Representation form to provide or update it prior to filing this form.	Email Address:
Attorney Information	Email Address:
Primary Email Address for Correspondence	
Secondary Email Address(es) (Courtesy Copies)	

* I request to withdraw as the Attorney of Record or update the USPTO's database after a power of attorney has ended for the serial/registration number(s) identified above, for the following reason(s):

* **FILE THIS FORM ONLY IF** you can attest to, by checking, the statements in **ALL** the first six boxes **OR** the seventh box below. The form will not validate if you select all seven boxes.

- (1) I have notified the owner/holder of my withdrawal from employment and the filing of this request for withdrawal with the USPTO.
- (2) I have delivered to the owner/holder all documents and property in any file concerning the application, registration, or proceeding to which the owner/holder is entitled.
- (3) I have notified the owner/holder of any response that may be due and the deadline for his/her response.
- (4) I have notified the owner/holder that the owner/holder must provide a valid email address to the USPTO for official communication and keep that email address current.
- (5) I have given the owner/holder notice of my withdrawal from employment at least two (2) months prior to the expiration of the response period, if applicable; **OR**, notice of my withdrawal from employment was not required because the owner/holder terminated representation when less than two (2) months remained in the response period.
- (6) I have notified the foreign-domiciled owner/holder that they are required to be represented by a U.S.-licensed attorney before the USPTO in their application/registration (if applicable).

OR

- (7) I affirm the power of attorney has ended because the mark has registered, ownership has changed, the application has abandoned, or the mark has cancelled or expired; and I have not subsequently appeared on behalf of the owner/holder in a matter related to this application/registration now pending before the USPTO.

Correspondence Information

To make changes to the **Primary Email Address for Correspondence** below, use the [Change Address or Representation](#) form to update the email address of the trademark owner/holder, **prior to submitting this form**. If there is more than one owner, the email address of the 1st owner/holder in the database is the Primary Email Address for Correspondence.

Name	
Docket/Reference Number	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 12 characters.</small>
Email Address	Primary Email Address for Correspondence Secondary Email Address(es) (Courtesy Copies) <input type="text"/> <small>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 owner/holder. The 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 owner/holder and the 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).</small>

Signature Information

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

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

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/.

DECLARATION

The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. § 1001, and that such willful false statements and the like may jeopardize the validity of this submission, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

* Signature	<input type="text"/> Examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/. NOTE: Must be personally signed by the individual listed in the Signatory's Name field. 37 C.F.R. §2.193(a) . The person signing may not enter someone else's signature.	* Date Signed	<input type="text"/> (MM/DD/YYYY)
* Signatory's Name	<input type="text"/>		
* Signatory's Position	Attorney of record		
Signatory's Phone Number	<input type="text"/>		

■ **STEP 1:** Review the application data in various formats, by clicking on the phrases under Application 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 below to make changes; then re-validate using the Validate button at the bottom of the withdrawal/update form. If there are no errors and you are ready to file electronically, first use your print function within your browser to print each of these pages for your own records. Then, click on the Submit button below to complete the submission to the USPTO.

■ **STEP 3:** If there are no errors and you are ready to file, confirm the **Primary Email Address for Correspondence** and **Attorney Email Address**, displayed below. The Primary Email Address for Correspondence is the email address of the trademark owner/holder. Changes to these email addresses must be made in the [Change Address or Representation](#) form prior to submitting this withdrawal form.

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

Primary Email Address for Correspondence	<input type="text"/>
Attorney Email Address	<input type="text"/>

■ **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, email address, and street 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:** If you are ready to file electronically:

Click on the Submit button at the bottom of this page. A complete transaction will result in a screen that says **SUCCESS!** Within 24 hours, the email acknowledgment will also be sent.

WARNING: Click on the Submit button below **ONLY** if you are now entirely prepared to complete the Submit process. After clicking the button, you **CANNOT** return to the form. If you are not prepared to complete the process now, you should select the "Save Form" option to save your form, and then complete the Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.