



Fax cover sheet

To: USPTO Fax: 571-273-8950 Date: _____ Pages including cover sheet: _____

From: _____

Trademark serial/registration number: _____

Select which situation is affecting you. **We may not accept your fax if one of these situations doesn't apply to you.**

- Our systems status and availability page shows an unexpected USPTO system outage
- A USPTO employee has told you to do so
- You haven't verified your identity and your filing deadline is today

You must include these items with this cover sheet:

- Proof our filing system was unavailable on your filing deadline (such as a printout of the error message with the date and time, and [verified statement](#) in support of this fact).
- Your submission and any facts supporting your petition.
- If you can't file electronically because you haven't verified your identity:
 - An explanation of which verification method you attempted (electronic or paper) and the issue that prevented you from verifying your identity. You must complete your verification as soon as possible for your submission to be considered timely received.
- Any required fees for your submission. We accept:
 - **Credit or debit card** – We accept VISA, MasterCard, Discover, and American Express, as well as debit cards that do not require the use of a PIN. Submit a [credit card payment form](#) page if you choose this option.
 - **USPTO deposit account** – This is a prepaid fund reserve to pay fees. Review our [deposit account rules and information](#) to learn how to open an account, add funds to an account, and pay for your submission.

Signature

Typed or printed name and position, if applicable

Date