



Change of Correspondence Address

TEAS - Version 5.4 : 07/11/2015

Please enter the **serial/registration number(s)** of the application(s) or registration(s) for which you wish to change the correspondence address. To change the correspondence address for more than one application or registration, enter multiple serial numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with **no** punctuation). Click on the "Continue" button below to access the form for entering your information.

NOTE: Use this form only to change a Correspondence Address. To change either an actual Power of Attorney or Appointment of Domestic Representative, use the [Revocation of Attorney/Domestic Representative and/or Appointment of Attorney/Domestic Representative form](#). To change the physical address of the applicant or owner/holder, use the [Change of Owner's Address form](#). Additionally, the Change of Correspondence Address form and the Change of Owner's Address form **may NOT** be used to change the applicant's name or to transfer ownership of an application or registration from one party to another. Those steps must be done through the Assignments Recordation Branch. For more information, click [here](#). To file an Assignment electronically, click [here](#).

Note: You must complete any field preceded by the symbol "*". ONLY the owner/holder or its attorney is qualified to sign this form requesting a change of the correspondence address data.

WARNING: This form has a session time limit of 60 minutes. Your "session" began as soon as you accessed this initial Form Wizard page. If you exceed the 60-minute time limit, the form will not validate and you must begin the entire process again; you can, however, [extend the time limit](#). You should always try to have all information required to complete the form prior to starting any session.

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

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 at Step 4. You cannot change your answers to the form wizard questions at Step 3; 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. For further instructions for retrieving your saved data, click [here](#). You must follow these instructions to ensure that you can view your data in the expected editable format.

no file selected



Navigation History: [Wizard](#) > [Mark Information](#) > Correspondence > Signature

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

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

i 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 <http://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 Correspondence 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 and must be completed.

Step 2. Validate the form, using the **Validate** button at the end of the form. If there are errors, use the "Go Back to Modify" button to correct the information.

Step 3. Use the "Submit" button at the bottom of the Validation Screen. After submission, you will receive a confirmation screen if your transmission is successful. Or, use the "Download Portable Data" button to save your work for submission at a later time.

Step 4. You will receive an e-mail acknowledging receipt of your submission.

Serial Number	XXXXXXXX
Mark	

Attorney of Record	
Current Correspondence Information	Phone: Fax: Primary Email Address: Secondary Email Address(es):

NOTE: If the correspondence information above includes an e-mail address that is no longer correct or contains a typographical error, please use this form to update or correct the e-mail address AND reauthorize the USPTO to communicate with you by e-mail. If the correspondence information above does NOT include an e-mail address, you are encouraged to use this form to enter an e-mail address and provide authorization for the USPTO to communicate with you by e-mail, which would enable you to be notified immediately when an Office action or official notice issues. It is important that you maintain a current e-mail address with the USPTO so that you are able to receive critical correspondence. For assistance in resolving any technical issues with this process, please contact TEAS@uspto.gov.

WARNING: For an application filed under TEAS Plus or TEAS RF, the failure to maintain a correct and authorized e-mail address for ongoing e-mail communication will result in the loss of TEAS Plus or TEAS RF status and a requirement to pay a processing fee of \$50 per class.

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Correspondence Information

NOTE: If an attorney has been appointed, the USPTO will correspond ONLY with the appointed attorney, and this form should not be used to change the attorney's correspondence address to the owner's/holder's address.

WARNING: The new address information you enter 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	Attorney of Record
Firm Name	
Internal Address	
* Street Address	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.
* City	NOTE: You must limit your entry here to no more than 22 characters.
* State (Required for U.S. addresses)	Illinois 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.
* Country or U.S. Territory	United States
* Zip/Postal Code (Required for U.S. addresses)	
Phone Number	
Fax Number	
	<p>Primary Email Address Secondary Email Address(es)</p> <p>Enter up to 4 addresses, separated by either a semicolon or a comma. While you may list an e-mail address for the owner/holder, the owner's/holder's attorney, and/or the owner's/holder's domestic representative, only one e-mail address may be used for correspondence, in accordance with USPTO policy. The owner/holder must keep this address current in the USPTO's records.</p> <p>WARNING: If you previously provided an e-mail address and authorized the USPTO to communicate via e-mail, and if you are now filing this Change of Correspondence Address Form,</p>

**[Internet
E-mail Address](#)**

you must **re-enter** the address and authorize e-mail communication (below), *even if this information is not changing*; otherwise, a "blank" listing will "wipe out" any existing e-mail address/authorization. For an application filed under TEAS Plus or TEAS RF, the failure to ensure on-going e-mail communication will result in the loss of TEAS Plus or TEAS RF status and a requirement to pay \$50 per class.

Check here to [authorize](#) the USPTO to send official communications to the owner/holder or its representative via e-mail. (Informal communication is permissible without authorization.)

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 either the USPTO has e-mailed an action or a Notice of Allowance has issued such that a filing from the owner/holder is now due. Also, the owner/holder should ensure that any installed anti-spam filters or other e-mail security do not identify legitimate emails from the USPTO as spam or junk. 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/holder's, the owner's/holder's attorney's, or the owner's/holder's domestic representative's security or anti-spam software, or any problems within the owner's/holder's, the owner's/holder's attorney's, or the owner's/holder's domestic representative's e-mail system. All documents submitted by the owner/holder or issued by the USPTO can be viewed on-line via the [TSDR](#) system.

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Signature Information

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

[Sign directly](#)

[E-mail 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 authorized pursuant to the rules governing representation of others before the USPTO to sign this form.

Unrepresented Owner/Holder: I hereby confirm that

- No authorized attorney or Canadian attorney/agent [represents](#) me in this matter, and that I am either: (1) the owner/holder; or (2) a person(s) with legal authority to bind the owner/holder; and
- If an authorized U.S. attorney or Canadian attorney/agent previously represented me in this matter, either I have filed a signed revocation of power of attorney with the USPTO or the USPTO has granted the request of my prior representative to withdraw.

ADVISORY: Click this first button *only* if you are the owner/holder or legally authorized to bind the owner/holder, *e.g.*, an officer of the owner/holder corporation or association, or a general partner of the owner/holder partnership.

Authorized U.S. Attorney: I hereby confirm that

- I am an attorney who is a member in good standing of the bar of the highest court of a U.S. state, which includes the District of Columbia, Puerto Rico, and other federal territories and possessions;
- I am currently the owner 's/holder 's attorney or an [associate](#) thereof; and
- To the best of my knowledge, if prior to my appointment another U.S. attorney or a Canadian attorney/agent **not currently associated with my company/firm** previously [represented](#) the owner/holder in this matter: (1) the owner/holder has filed or is concurrently filing a signed revocation of or substitute power of attorney with the USPTO; (2) the USPTO has granted the request of the prior representative to withdraw; (3) the owner/holder has filed a power of attorney appointing me in this matter; or (4) the owner 's/holder' s appointed U.S. attorney or Canadian attorney/agent has filed a power of attorney appointing me as an associate attorney in this matter.

Authorized Canadian Attorney/Agent: I hereby confirm that

- I am a Canadian attorney/agent, or an [associate](#) thereof, who represents an owner/holder located in Canada;
- I am either registered with the USPTO and in good standing as a patent agent under 37 C.F.R. §11.6(c) or I have been granted reciprocal recognition under 37 C.F.R. §11.14(c) by the USPTO's Office of Enrollment and Discipline; and
- To the best of my knowledge, if prior to my appointment another Canadian attorney/agent or a U.S. attorney **not currently associated with my company/firm** previously [represented](#) the owner/holder in this matter: (1) the owner/holder has filed or is concurrently filing a signed revocation of or substitute power of attorney with the USPTO; (2) the USPTO has granted the request of the prior representative to withdraw; (3) the owner/holder has filed a power of attorney appointing me in this matter; or (4) the owner's/holder's appointed Canadian attorney/agent or U.S. attorney has filed a power of attorney appointing me as an associate attorney in this matter.

ADVISORY: Foreign attorneys (other than authorized Canadian attorneys/agents) cannot sign this form 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.

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		* Date Signed	(MM/DD/YYYY)
* Signatory's Name			
* Signatory's Position	<p>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,</p>		

[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](#)

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On _____ 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](#)

■ [Text Form](#)

■ **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:

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.

■ **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.

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The table below presents the data as entered.

Input Field	Entered
SERIAL NUMBER	NNNNNNNN
LAW OFFICE ASSIGNED	LAW OFFICE ____
MARK SECTION	
MARK	
CORRESPONDENCE SECTION (current)	
ORIGINAL ADDRESS	
NEW CORRESPONDENCE ADDRESS	
NEW ADDRESS	
AUTHORIZED TO COMMUNICATE VIA E-MAIL	
SIGNATURE SECTION	
SIGNATURE	//
SIGNATORY NAME	
SIGNATORY DATE	00/00/0000
SIGNATORY POSITION	
AUTHORIZED SIGNATORY	

Change Of Correspondence Address

To the Commissioner for Trademarks:

MARK: _____

SERIAL NUMBER: NNNNNNNN

Original Correspondence Address :

New Correspondence Address:

Phone:

Fax:

Email:

Authorized to communicate via e-mail: YES/NO

The attorney docket/reference number is _____.

Signature: // Date: 00/00/0000

Signatory's Name:

Signatory's Position:

The signatory has confirmed that he/she is an attorney who is a member in good standing of the bar of the highest court of a U.S. state, which includes the District of Columbia, Puerto Rico, and other federal territories and possessions; and he/she is currently the owner's/holder's attorney or an associate thereof; and to the best of his/her knowledge, if prior to his/her appointment another U.S. attorney or a Canadian attorney/agent not currently associated with his/her company/firm previously represented the owner/holder in this matter: (1) the owner/holder has filed or is concurrently filing a signed revocation of or substitute power of attorney with the USPTO; (2) the USPTO has granted the request of the prior representative to withdraw; (3) the owner/holder has filed a power of attorney appointing him/her in this matter; or (4) the owner's/holder's appointed U.S. attorney or Canadian attorney/agent has filed a power of attorney appointing him/her as an associate attorney in this matter.