



Change of Owner's Address

TEAS - Version 5.4 : 07/11/2015

Please enter the **serial/registration number(s)** of the applications(s) or registration(s) for which you wish to change the owner's/holder's address (which may be the same as, or different from, the correspondence address). To change the owner's/holder's address 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). To change the owner's/holder's address for a single application or registration *having multiple owners/holders*, enter the serial/registration number. Click on the "Continue" button below to access the form for entering your information.

Changing the owner's/holder's address, whether through this electronic form or filing a paper change request, does not record or effect changes to the owner's/holder's name, nor record or effect transfers of ownership of an application or registration from one party to another. You must file such recordals with the Assignments Division. For more information on Assignments, click [here](#). To file an Assignment electronically, click [here](#).

When there is an attorney of record you cannot update the correspondence address on the Change of Owner Address form. However, when there is no attorney of record you can update the correspondence address on this form.

Note to 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.

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 owner's/holder's 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\(s\)](#)**

Note: Do NOT use this form for applications or registrations based on Section 66(a) of the Act. You must file a change to the name or address of a holder of an extension of protection of an international registration to the United States 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.

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

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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.

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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 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.

Serial Number	NNNNNNNN
Mark	

Attorney of Record	_____
Current Address Information	Email Address:

NOTE: If the correspondence information above includes an e-mail address that is no longer correct or contains a typographical error, please provide the USPTO an updated or corrected 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 provide the USPTO with an e-mail address and authorize 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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By submission of this request, the undersigned requests that the following new address be made of record for the owner/holder:

New Address Information	
Name	_____
Internal Address	
* Street Address	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.
* City	
* State (Required for U.S. owners/holders)	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.
* Country or U.S. Territory	Canada
* Zip/Postal Code (Required for U.S. owners/holders)	
Phone Number	
Fax Number	
Internet E-mail Address	<p>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>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/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 sent actions can be viewed on-line, via the TSDR system.</p>

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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](#)

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](#)***** [Date Signed](#)**

(MM/DD/YYYY)

*** [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](#)[Burden/Privacy Statement](#) | [TEAS Form Burden Statement](#)



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Change of Owner's Address

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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)
OWNER SECTION (current)	
NAME	
STREET	
CITY	
ZIP/POSTAL CODE	
COUNTRY	
EMAIL	
NEW OWNER ADDRESS	
STREET	
CITY	
STATE	
ZIP/POSTAL CODE	
COUNTRY	
EMAIL	
SIGNATURE SECTION	
SIGNATURE	//
SIGNATORY NAME	
SIGNATORY DATE	00/00/0000
SIGNATORY POSITION	

Change Of Owner's Address

To the Commissioner for Trademarks:

MARK:

SERIAL NUMBER: NNNNNNNN

Original Owner :

Proposed Owner :

Signature: // Date: 00/00/0000

Signatory's Name:

Signatory's Position: