On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp.

Change of Correspondence Address

TEAS - Version 5.8 : 01/14/2017

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).

**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 https://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.

<table>
<thead>
<tr>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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.
Change of Correspondence Address

TEAS - Version 5.8 : 01/14/2017

**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.

<table>
<thead>
<tr>
<th>* Name</th>
<th>Attorney of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Attorney Docket/Reference Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Internal Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* Street Address</th>
<th></th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>* City</th>
<th></th>
</tr>
</thead>
</table>

NOTE: You must limit your entry here to no more than 22 characters.

<table>
<thead>
<tr>
<th>* State</th>
<th></th>
</tr>
</thead>
</table>

(Required for U.S. addresses)

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., Miami, Florida). In most instances, you will then also have to select the country within which the region is found, below.

<table>
<thead>
<tr>
<th>* Country or U.S. Territory</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country or U.S. Territory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Zip/Postal Code</th>
<th></th>
</tr>
</thead>
</table>

(Required for U.S. addresses)

<table>
<thead>
<tr>
<th>Phone Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fax Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Email Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Secondary Email Address(es)</th>
<th></th>
</tr>
</thead>
</table>

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.

☐ 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.

**WARNING:** If you previously provided an e-mail address and authorized the USPTO to communicate via e-mail, and if you are now submitting a change to any field in the correspondence address section of this form, you must re-enter the address and authorize e-mail communication, even if this information is not changing; otherwise, a "blank" listing will 'wipe out' any existing e-mail address/authorization.
Change of Correspondence Address

TEAS - Version 5.8 : 01/14/2017

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/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/.

<table>
<thead>
<tr>
<th><strong>Signature</strong></th>
<th><strong>Date Signed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

**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.
Change of Correspondence Address

TEAS - Version 5.8 : 01/14/2017

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

Text Form for E-Signatures

<table>
<thead>
<tr>
<th>Signatory's Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatory's Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Signatory's Phone Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp.

Change of Correspondence Address

TEAS - Version 5.8 : 01/14/2017

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 1
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.

<table>
<thead>
<tr>
<th>Text Form for Handwritten Signature Scanning</th>
</tr>
</thead>
<tbody>
<tr>
<td>This option uses a Text Form (available after clicking on the Validate button) that will be signed by the proper signatory(ies) in the traditional &quot;pen-and-ink&quot; manner. Or, if you already have a signature, you can attach it directly here, rather than relying on the USPTO's text form version. NOTE: If you are using the Text Form approach, you must after validation save the form data, and then pull up the saved form to attach the scanned file for final submission.</td>
</tr>
</tbody>
</table>
Click on the Browse/Choose File button to select JPG/PDF image file that contains the scanned signature from your local drive. The scanned file must include the appropriate signature information (signature, signatory's name, signatory's position, and signature date). However, do not include the entire form.

**NOTE:** Only one signature is required, regardless of the number of owners/holders. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form. If left blank, you will initially receive a WARNING message, which you can by-pass by clicking the "Continue" button. After receipt of the signed declaration, you must then use the information provided therein to complete the fields for "Signatory's Name" and "Signatory's Position." At the time of final submission, these are mandatory fields, which will produce an ERROR if left blank.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Signatory's Name</td>
<td></td>
</tr>
<tr>
<td>* Signatory's Position</td>
<td>NOTE: Enter the appropriate title or the nature of the relationship to the owner/holder - if an individual, enter &quot;Owner&quot; or &quot;Holder,&quot; as appropriate; if an attorney, enter &quot;Attorney of record. [specify at least one state] bar member,&quot; e.g., &quot;Attorney of record, New York bar member&quot;; if an authorized signatory of a business entity enter, e.g., &quot;President,&quot; &quot;Vice President,&quot; &quot;General Partner&quot; (if a partnership), or &quot;Principal&quot; (if a limited liability company). The designation &quot;authorized signatory&quot; 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 &amp; Davis, Virginia Bar Member.</td>
</tr>
<tr>
<td>Signatory's Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Go Back | Validate

[ Burden/Privacy Statement | TEAS Form Burden Statement ]

Help Desk | Bug Report | Feedback | TEAS Home | Trademark Home | USPTO

Fri Feb 03 11:05:13 EST 2017
Change of Correspondence Address

On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASI will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS_outage.jsp.

Navigation History: Wizard > Mark Information > Correspondence > Signature

Change of Correspondence Address
TEAS - Version 5.8 : 01/14/2017 - Validation Page

On Fri Feb 03 11:05:32 EST 2017 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.