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PTO Form (Rev)
OMB No. (Exp.)

Petition To Revive Abandoned Application - Failure To File Timely Statement Of Use Or Extension Request

TEAS - Version 5.8 : 01/14/2017

Each hyperlinked term links to relevant information that will appear in a pop-up window. If there are multiple signatories, click on the [Form Wizard](#).

Important: ONCE THIS 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 acknowledgment within 24 hours of transmission (or by the next business day).

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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, use <https://tsdr.uspto.gov>.

NOTE ABOUT STATUS CHECKS: Do NOT attempt to 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 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 "Continue" 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 "Download Portable Data" Button to save your work for submission at a later time.
4. You will receive an e-mail acknowledging receipt of your submission.

NOTE:

1. Although filing a Statement of Use (SOU) is not required at the time of filing of this petition, it is recommended that you do so if the applicant has, in fact, already begun use of the mark in commerce. To access the electronic SOU form, click [here](#). However, please note that you cannot file an electronic petition, and then immediately thereafter file an electronic SOU. You must wait until the petition has been acted upon; otherwise, the file will not be in the proper "status" for filing the SOU, and an "edit" will block your attempt. Therefore, you may wish to file your SOU on paper, or otherwise contact the Intent to Use division to request prompt processing of any filed Extension request.
2. You must pay the fees for all extension requests that came due after the NOA issued. Extension Requests are due every six (6) months from the mailing date of the Notice of Allowance until the SOU is filed.
3. You must continue to file Extension Requests every six (6) months (calculated from the mailing date of the NOA), until you file an SOU.
4. Second and subsequent Extension Requests must include a statement of the applicant's ongoing efforts to make use of the mark in commerce on or in connection with each of the goods/services/collective membership organization that the extension request covers; or, a statement that the applicant believes that it has made valid use of the mark in commerce, and is in the process of preparing (or is concurrently filing) an SOU, but that if the USPTO finds the SOU to be fatally defective, the applicant will need additional time to file a new SOU.

Serial Number:	
Mark:	
Currently Authorized Correspondence E-mail Address	
Mailing Date of Notice of Abandonment:	

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.

Petition Information

Applicant Received Notice of Allowance: Yes

In submitting this petition, the signatory confirms that he/she

- has firsthand knowledge that the failure to file timely Statement of Use or Extension Request by the specified deadline was unintentional; and
- requests the USPTO to revive the abandoned application.

Petition Signature Information

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

- [Sign directly](#) [E-mail 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/.

PETITION

* [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 applicant - if an individual, enter "Owner"; 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.

[Signatory's Phone Number](#)

Notice of Allowance Information

[Notice of Allowance Mailing Date:](#)

Extension Request Period

[Extension Request\(s\) Due:](#)

1. Is a [newly appearing attorney](#) filing this form?

NOTE: Do NOT attempt to appoint a new attorney within this form. If an attorney of record exists, you must use the [revocation/appointment](#) form for that specific purpose.

Yes No

2. Do you need to change [correspondence address](#)?

Yes No

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Serial Number:

Mark:

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E-mail Address**

Mailing Date of Notice of Abandonment:

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.

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

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Text Form for E-Signatures

NOTE: 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.

[Signatory's Name](#)

[Signatory's Position](#)

NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; 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.

[Signatory's Phone Number](#)

Notice of Allowance Information

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NOTE: Do NOT attempt to appoint a new attorney within this form. If an attorney of record exists, you must use the [revocation/appointment](#) form for that specific purpose.

Yes No

2. Do you need to change [correspondence address](#)?

Yes No

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Petition Signature Information

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

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

Text Form for Handwritten Signature Scanning

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 "pen-and-ink" manner. Or, if you already have a signed declaration for this application, 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 application data, and then pull up the saved form to attach the scanned file for final submission.

Click on the **Browse/Choose File** button to select JPG/PDF image file that contains the scanned declaration/signature from your local drive. The scanned file should *only* include the declaration language with the appropriate signature information (signature, signatory's name, signatory's position, and signature date). Do **not** include the entire application, but do ensure that the boilerplate declaration language appears; i.e., a signature by itself is *not* acceptable absent the required declaration language.

	Attach
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NOTE: 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.

* [Signatory's Name](#)

* [Signatory's Position](#)

NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; 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.

[Signatory's Phone Number](#)

Notice of Allowance Information

[Notice of Allowance Mailing Date:](#)

Extension Request Period

[Extension Request\(s\) Due:](#)

1. Is a [newly appearing attorney](#) filing this form?

NOTE: Do NOT attempt to appoint a new attorney within this form. If an attorney of record exists, you must use the [revocation/appointment](#) form for that specific purpose.

Yes No

2. Do you need to change [correspondence address](#)?

Yes No

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Owner Information

Check this box to **modify** the owner name that appears below if the name does not identify the current owner of the application. If this change relates to a change in the correspondence address or e-mail, please use the "Correspondence Information" section of this form.

WARNING: If the name appearing immediately above is not the name of the current owner of the application, you must change the owner information prior to transmission of this form. Please explain any change you make in the "Miscellaneous Statement" field to avoid the possibility of an Office action being issued.

1. Transfer of Mark

If there has been a transfer of ownership after filing the application, you should record this transfer with the Assignment Recordation Branch. This can be filed through the USPTO website at <http://etas.uspto.gov>. In the alternative, you may submit evidence of the change in ownership without recording it, by either submitting a copy of the document transferring ownership, or an explanation of the transfer, supported by an affidavit or declaration under 37 C.F.R. §2.20. However, the USPTO records will not be updated and the registration will not issue in the correct owner name unless you record the transfer with the Assignment Recordation Branch.

***Name**

2. Mistake in owner name

If there is a minor clerical error in the owner's name or a non-existent legal entity was improperly identified as the owner, this mistake may be corrected on the form with an explanation. However, you must separately explain in the "Miscellaneous Statement" portion of this form the reason for the correction. Failure to submit an explanation will result in an Office action being issued. NOTE: You may not add a different owner or designate another legal entity as the applicant. For examples of other correctable errors, see [TMEP § 1201.02\(c\)](#).

To enter the change in the owner name:

- (1) check the box above (top) that appears to the left of the words "Check this box to modify the owner name that appears below if the name does not identify the current owner of the application.";
- (2) delete the name that appears immediately above;
- (3) type in the name of the current owner of the application; and
- (4) explain why you are changing the owner in the "Miscellaneous Statement" field.

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. applicants only)

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**

*** Zip/Postal Code**
(Required for U.S. applicants only)

Phone Number

Fax Number

Internet
E-mail

While you may list an e-mail address for the applicant, the applicant's attorney, and/or the applicant's domestic representative, **only one e-mail address** may be used for correspondence, in accordance with [USPTO policy](#). You must keep this address current in the USPTO's records.

Check here to [authorize](#) the USPTO to communicate with the applicant or its representative via e-mail.

NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the [Trademark Status & Document Retrieval \(TSDR\)](#) system, to see if the USPTO has e-mailed an Office 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 e-mail security or anti-spam software, or any other problems with your e-mail system. All sent actions can be viewed online, via the [TSDR](#) system.

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Goods and/or Services Information

WARNING: If you recently added or deleted a class(es) of goods/services, and the correct class(es) are not displayed below, do not use this form. You must wait until the changed data uploads into the USPTO databases, so that the display is correct before proceeding.

WARNING: Registration Subject to Cancellation for Fraudulent Statements

You must ensure that statements made in filings to the USPTO are accurate, as inaccuracies may result in the cancellation of a trademark registration. The lack of a bona fide intention, and is entitled, to use the mark with all goods/services included in an application, or the lack of use on all goods/services for which you claim use, could jeopardize the validity of the registration and result in its cancellation.

Enter information for the Class

*[International Class](#): 012

Current listing of goods/services:

The applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with [all of the goods/services listed in the Notice of Allowance](#) or as subsequently modified for this specific class.

This filing does **not** cover this specific class. This **entire class** is to be permanently **deleted** from the application.

Deleted Goods/Services: This filing does **NOT** cover the following goods/services listed in the Notice of Allowance or as subsequently modified for this specific class; these goods/services are being **permanently deleted**.

LEAVE THIS SPACE BLANK IF THE FILING COVERS ALL THE GOODS/SERVICES IN THE NOTICE OF ALLOWANCE FOR THIS SPECIFIC CLASS. ONLY ENTER THE GOODS/SERVICES TO BE DELETED.

Remaining Goods/Services: The applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with the following goods/services listed in the Notice of Allowance or as subsequently modified for this specific class:

ENTER HOW THE **COMPLETE** "FINAL" LISTING SHOULD READ THAT WILL IDENTIFY THE GOODS/SERVICES FOR WHICH THE APPLICANT HAS A CONTINUED BONA FIDE INTENTION TO USE THE MARK IN COMMERCE FOR THIS SPECIFIC APPLICATION (I.E., REMOVE THOSE GOODS OR SERVICES IDENTIFIED IN THE PRECEDING BOX). DO NOT ATTEMPT TO ADD OR MODIFY ANY OTHER WORDING, SINCE SUCH CHANGES ARE NOT ALLOWED.

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Miscellaneous Information

To attach your file, please note that:

*Click on the 'Attach' button to select the file in JPG/PDF format (not exceeding 5 megabytes per attachment for JPG or 30 megabytes per attachment for PDF) or .WAV, .WMV, .WMA, .MP3, .MPG, or .AVI format (not exceeding 5 megabytes for sound files or 30 megabytes for motion files).

[Click here to Attach/Remove Miscellaneous](#)

1 file(s) attached

Miscellaneous Statement: Enter information for which no other section of the form is appropriate.

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Correspondence Information	
Current Correspondence Information	
* Correspondent Name	
Firm Name	<input style="width: 90%;" type="text"/>
Docket/Reference Number	<input style="width: 90%;" type="text"/> <small>NOTE: You must limit your entry here to no more than 12 characters.</small>
Internal Address	<input style="width: 90%;" type="text"/>
* Street Address	<input style="width: 90%;" type="text"/> <small>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.</small>
* City	<input style="width: 90%;" type="text"/> <small>NOTE: You must limit your entry here to no more than 22 characters.</small>
* State	<input style="width: 90%;" type="text" value="State"/>
<small>(Required for U.S. addresses only)</small>	<small>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.</small>
* Country or U.S. Territories	<input style="width: 90%;" type="text" value="Country or U S Territory"/>
* Zip/Postal Code	<input style="width: 90%;" type="text"/>
<small>(Required for U.S. addresses only)</small>	
Phone Number	<input style="width: 90%;" type="text"/>
Fax Number	<input style="width: 90%;" type="text"/>
	Primary Email Address <input style="width: 90%;" type="text"/>
	Secondary Email Address(es) <input style="width: 90%;" type="text"/>
	<small>Enter up to 4 addresses, separated by either a semicolon or a comma.</small>
Internet E-mail Address	<p style="color: red;">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.</p> <p><input type="checkbox"/> Check here to authorize the USPTO to communicate with the applicant or its representative via e-mail.</p> <p><small>NOTE: While you may list an e-mail address for the applicant, the applicant's attorney, and/or the applicant's domestic representative, only one e-mail address may be used for correspondence, in accordance with USPTO policy. You must keep this address current in the USPTO's records. NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the Trademark Status & Document Retrieval (TSDR) system, to see if the USPTO has e-mailed an Office action. If</small></p>

an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to e-mail security or anti-spam software, or any other problems with the applicant's, the applicant's attorney's, or the applicant's domestic representative's e-mail system. All sent actions can be viewed on-line, via the [TSDR](#) system.

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Petition To Revive Abandoned Application - Failure To File Timely Statement Of Use Or Extension Request

TEAS - Version 5.8 : 01/14/2017

Fee Information

Petition to Revive Filing Fee: \$100

Extension of Use filing fee per Class: \$125

Note: The total fee is computed based on the Petition fee (\$100), plus the Extension Fee (\$125) multiplied by the Number of Classes in which the goods/services/the collective membership organization associated with the mark is/are classified multiplied by the number of extension periods included in the petition. You must pay the extension fee even if you are submitting a Statement of Use (SOU) with this form. **WARNING:** No petition will be granted that results in an SOU being filed more than 36 months from the issuance date of the Notice of Allowance.

[Number of Classes](#)

Number of Extension Periods included in Petition

Total Petition Amount (\$100 + (\$125 x Number of Classes x Number of Extension Periods)) \$

Additional processing fee for each payment refused or charged back = (X\$50) \$

TOTAL AMOUNT = \$

NOTE: Three payment options ([credit card](#), [automated deposit account](#), and [Electronic Funds Transfer](#)) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.

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Petition To Revive Abandoned Application - Failure To File Timely Statement Of Use Or Extension Request

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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](#)

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

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 the application or submission or any registration resulting therefrom, 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.

STATEMENTS FOR PETITION TO REVIVE: The signatory believes that he/she has firsthand knowledge that the applicant's failure to timely file a statement of use (SOU) or request for an extension of time to file a statement of use (extension request) was unintentional; and requests that the USPTO revive the application.

STATEMENTS FOR SOU: The signatory believes that: if the applicant is filing the SOU under 15 U.S.C. §1051(d), the applicant is the owner of the mark sought to be registered; **for a trademark or service mark application**, the applicant is using the mark in commerce on or in connection with all the goods/services in the notice of allowance or as subsequently modified; **for a collective trademark, collective service mark, or collective membership mark application**, the applicant is exercising legitimate control over the use of the mark in commerce by members on or in connection with the goods/services/collective membership organization in the notice of allowance or as subsequently modified; **for a certification mark application**, the applicant is exercising legitimate control over the use of the mark in commerce by authorized users on or in connection with the goods/services in the notice of allowance or as subsequently modified and the applicant is not engaged in the production or marketing of the goods/services to which the mark is applied, except to advertise or promote recognition of the certification program or of the goods/services that meet the certification standards of the applicant; that to the best of the signatory's knowledge and belief, no other persons, except, if applicable, authorized users, members, and/or concurrent users, have the right to use the mark in commerce, either in the identical form or in such near resemblance as to be likely, when used on or in connection with the goods/services/collective membership organization of such other persons, to cause confusion or mistake, or to deceive; and the specimen(s) shows the mark as used on or in connection with the goods/services/collective membership organization in commerce.

STATEMENTS FOR EXTENSION REQUEST: The signatory believes that: if the applicant is filing the extension request under 15 U.S.C. §1051(d), **for a trademark or service mark application**, the applicant has a continued bona fide intention to use the mark in commerce on or in connection with all the goods/services under §1(b) in the notice of allowance or as subsequently modified; **for a collective trademark, collective service mark, or collective membership mark application**, the applicant has a bona fide intention to exercise legitimate control over the use of the mark in commerce on or in connection with the goods/services/collective membership organization in the notice of allowance or as subsequently modified; **for a certification mark application**, the applicant has a bona fide intention to exercise legitimate control over the use of the mark in commerce by authorized users in connection with the goods/services in the notice of allowance or as subsequently modified and the applicant will not engage in the production or marketing of the goods/services to which the mark is applied, except to advertise or promote recognition of the certification program or of the goods/services that meet the certification standards of the applicant; and that to the best of the signatory's knowledge and belief, no other persons, except, if applicable, authorized users, members, and/or concurrent users, have the right to use the mark in commerce, either in the identical form or in such near resemblance as to be likely, when used on or in connection with the goods/services/collective membership organization of such other persons, to cause confusion or mistake, or to deceive.

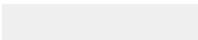
* [Signature](#)

NOTE: Only one signature is required, regardless of the number of applicants. To add a signature option, if appropriate, use the

* [Date Signed](#)

(MM/DD/YYYY)

"Add Signatory" button, below.



* [Signatory's Name](#)

* [Signatory's Position](#)

NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; 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.

[Signatory's Phone Number](#)

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Petition To Revive Abandoned Application - Failure To File Timely Statement Of Use Or Extension Request

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Signature Information

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

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 [E-mail Text Form to second party for signature](#)
 [Handwritten pen-and-ink signature](#)

Text Form for E-Signatures

Signatory's Name	<input style="width: 95%;" type="text"/>
Signatory's Position	<input style="width: 95%;" type="text"/> NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; 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.
Signatory's Phone Number	<input style="width: 95%;" type="text"/>

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Petition To Revive Abandoned Application - Failure To File Timely Statement Of Use Or Extension Request

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Signature Information

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

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 [E-mail Text Form to second party for signature](#)
 [Handwritten pen-and-ink signature](#)

Text Form for Handwritten Signature Scanning

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 "pen-and-ink" manner. Or, if you already have a signed declaration for this application, 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 application data, and then pull up the saved form to attach the scanned file for final submission.

Click on the **Browse/Choose File** button to select file that contains the scanned declaration/signature from your local drive. The scanned file should *only* include the declaration language with the appropriate signature information (signature, signatory's name, signatory's position, and signature date). Do **not** include the entire application, but do ensure that the boilerplate declaration language appears; i.e., a signature by itself is *not* acceptable absent the required declaration language.

NOTE: Only one signature is required, regardless of the number of applicants. 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.

* Signatory's Name	<input style="width: 95%;" type="text"/>
* Signatory's Position	<input style="width: 95%;" type="text"/>
Signatory's Phone Number	<input style="width: 95%;" type="text"/>

NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; 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.

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