Section 7 Request

TEAS - Version 5.8 : 01/14/2017

A correction or amendment under Section 7 of the Trademark Act only affects information appearing on the certificate of registration. If the information being corrected or amended is not on the certificate, it is not processed as a correction or amendment under this section.

A request to correct a registration may be submitted to correct immaterial errors on the certificate, whether caused by the owner/holder or the USPTO. A request to amend a registration may be submitted to request immaterial changes to the mark and/or other information on the registration certificate.

NOTE: The correction of a USPTO error that would result in a material change to the registration may not be requested through this form. See 37 CFR 2.609.10(a) for information on correcting a USPTO error that would materially change the registration.

To satisfy legal requirements, the declaration at the end of the Section 7 request form must be signed by the owner/holder of the registration or someone who is properly authorized to sign on the owner's/holder's behalf.

Important: ONCE A SECTION 7 REQUEST 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.

Contact Points:
For general trademark information, please e-mail TrademarkAssistanceCenter@uspto.gov, or telephone 1-800-776-9199. 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 that has an assigned serial number, 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 updating of USPTO databases.

Instructions:
To file the Section 7 Request form electronically, 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. Sign the response form on the Signature Page. If the desired signatory is not available to sign the application, there are three options available:
   1. To electronically forward the Signature Page to the signatory, use the Text Form option on the Signature Page for an electronic signature.
   2. To mail or fax to the signatory, use the Handwritten pen-and-ink signature option on the Signature Page for the traditional "pen-and-ink" signature.
   3. To electronically save the form, use the Download Portable Data option on the Validation Page.
3. Validate the form by selecting the "Continue" button on the Signature Page.
4. On the Validation Page, it is critical to confirm that all information is displayed properly immediately before filing, regardless of the appearance of the data at any point earlier in the process.
5. Click on the Pay/Submit button at the bottom of the Validation Page. If a fee payment is required, this will allow you to choose from 3 different payment methods: credit card, automated deposit account, or electronic funds transfer. Access the proper screen for payment, and make the appropriate entries. If your transmission is successful, you will receive a SUCCESS! Page.
6. You will receive an e-mail acknowledging receipt of your submission.
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
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.

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EXPLANATION OF FILING
NOTE: You must include as part of this filing the background information and detailed facts explaining the reason for this request, namely: (1) whether the request is for a correction, an amendment, or a new certificate due to new ownership; and (2) the exact nature of the requested change, even if data related to that change is provided elsewhere within the form. NOTE: If requesting a correction, within the detailed facts you must either specifically: (1) allege USPTO error; or (2) acknowledge owner/holder error and explain how the error occurred in good faith. The declaration that will appear at the end of this form must be signed if you are requesting an amendment or a correction due to owner/holder error. If requesting a new certificate, you must explain the new ownership (click here for guidance).
Section 7 Request

Owner/Holden Information

☐ Check here to modify the current owner/holder information. If not checked, the changes will be ignored.

Note: If this change relates to a change in the correspondence address or e-mail, please use the "Correspondence Information" section of this form.

* Name

☐ DBA (doing business as) ☐ AKA (also known as) ☐ TA (trading as) ☐ Formerly

Specify Entity Type

☐ Domestic Entity

☐ Foreign Entity

If not listed above, please select "Other" from the list and specify here:

State or Country Where Legally Organized

☐ U.S. Entity

☐ Non-U.S. Entity OR if U.S. Federal Entity

For domestic owners/holders only:

Name and Citizenship of All General Partners, Active Members, Individual, Trustees, or Executors (if applicable)

* 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.
<table>
<thead>
<tr>
<th><strong>Internal Address</strong></th>
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</table>

**City**

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

<table>
<thead>
<tr>
<th><strong>State</strong></th>
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<tbody>
<tr>
<td>Select State</td>
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</tbody>
</table>

(Required for U.S. owners/holders 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 "State" 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.

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

<table>
<thead>
<tr>
<th><strong>Zip/Postal Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Zip/Postal Code</td>
</tr>
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</table>

(Required for U.S. owners/holders only)

<table>
<thead>
<tr>
<th><strong>Phone Number</strong></th>
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<table>
<thead>
<tr>
<th><strong>Fax Number</strong></th>
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<th><strong>Internet</strong></th>
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</table>

<table>
<thead>
<tr>
<th><strong>E-mail Address</strong></th>
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<td></td>
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</table>

While the registration may list an e-mail address for the owner/holder of the registration, 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 should keep this address current in the USPTO's records.

☐ 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 registration and any Post-Registration fillings through the TSDR system, to see if the assigned Post Registration examiner has sent any official communications via e-mail. 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.
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 Info > Explanation of filing > Applicant/Entity > Correspondence > Fee/Signature

Under the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless it displays a valid OMB control number.
PTO Form 1297 (Rev 11/2007)
OMB No. 0651-0055 (Exp. 07/31/2018)

Section 7 Request
TEAS - Version 5.8 : 01/14/2017

<table>
<thead>
<tr>
<th>CORRESPONDENCE INFORMATION</th>
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<tbody>
<tr>
<td>Current Correspondence Information</td>
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<table>
<thead>
<tr>
<th>* Name</th>
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<table>
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<tr>
<th>Firm Name</th>
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<tr>
<th>Docket/Reference Number</th>
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<tbody>
<tr>
<td>NOTE: You must limit your entry here to no more than 12 characters.</td>
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<table>
<thead>
<tr>
<th>Internal Address</th>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>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.</td>
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<tr>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>* State</th>
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<tr>
<td>(Required for U.S. addresses)</td>
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<tr>
<td>NOTE: You must include as part of the &quot;city&quot; entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for &quot;States&quot; or &quot;Countries.&quot; 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.</td>
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<table>
<thead>
<tr>
<th>Internet E-mail Address</th>
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<tbody>
<tr>
<td>□ Check here to authorize the USPTO to communicate with the owner/holder or its representative via e-mail.</td>
</tr>
<tr>
<td>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 registration through the PTO system, to see if the assigned trademark specialist 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 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</td>
</tr>
<tr>
<td>Primary Email Address</td>
</tr>
<tr>
<td>Secondary Email Address(es)</td>
</tr>
</tbody>
</table>

Enter up to 4 addresses, separated by either a semicolon or a comma.
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 TSQR system.
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.

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FEE INFORMATION

<table>
<thead>
<tr>
<th>Amount</th>
<th>The fee to amend or correct a registration due to a mistake by the owner/holder of the registration is $100.00 per registration.</th>
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<tbody>
<tr>
<td>Total Fee Paid</td>
<td>$100</td>
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</table>

☐ I hereby elect not to submit any fee. I believe no fee is required because I am seeking to correct an immaterial, e.g., clerical, error that was the fault of the USPTO, rather than the fault of the owner/holder. I understand that the USPTO may, upon later review, require a fee payment.

SIGNATURE(S)

Click to choose ONE signature method:

- Sign electronically directly on this response form
- E-mail Text Form to second party for electronic signature
- Handwritten pen and ink 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 SIGNATURE

☐ I hereby elect to bypass the submission of a signed declaration, because I believe a declaration is not required by the rules of practice. I understand that the post registration examiner could, upon later review, require a signed declaration.

WARNING: A signed declaration IS REQUIRED for a request to amend the registration or a request to correct an owner’s/holder’s mistake.

NOTE: Only one signature is required, regardless of the number of owners/holders. The person signing for each section may be different, depending on who has the required knowledge to sign.

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 this submission, declares that all statements made of his/her own knowledge are true and all statements made on information and belief are believed to be true.

Signature

* 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.

Signatory’s Phone Number
REQUEST SIGNATURE

Click to choose ONE signature method:

☐ Sign electronically directly on this response form ☐ E-mail Text Form to second party for electronic signature

NOTE: Although a possible combination as selected on the form, the following signing method must NOT be used: declaration signed directly and request signed through the e-mail text form approach.

"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 of the registration; and
  • If an authorized U.S. attorney or Canadian attorney/agent previously represented me in this matter or in a pending post-registration filing, 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 of the registration or legally authorized to bind the owner/holder of the registration, 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; and
  • I am currently the trademark owner/holder’s attorney or an associate thereof;
  • If you are filing this in conjunction with a pending post-registration filing: 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 trademark owner/holder in this matter: (1) the trademark 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 trademark owner/holder has filed a power of attorney appointing me in this matter; or (4) the trademark owner/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.

ADVISORY: Foreign attorneys (other than authorized Canadian attorneys/agents) may not sign this request and are prohibited from representing trademark owners/holders before the USPTO in trademark matters.

☐ Check here if you are filing a Declaration of Use of Mark under Section 8; a Combined Declaration of Use of Mark under Sections 8 & 15, or a Combined Declaration of Use of Mark/Application for Renewal of Registration of Mark under Sections 8 & 9 in conjunction with this Section 7 Request.

NOTE: For consistency of examination, it is helpful to know whether both filings should be examined at the same time.

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

<table>
<thead>
<tr>
<th>* Signature</th>
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<th>* Date Signed (MM/DD/YYYY)</th>
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<th>* Signatory's Name</th>
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<table>
<thead>
<tr>
<th>* Signatory's Position</th>
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</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 the firm name to establish acceptability of the signature. e.g., Associate Attorney, Smith, Jones &
Section 7 Request
TEAS - Version 5.8: 01/14/2017

FEE INFORMATION

The fee to amend or correct a registration due to a mistake by the owner/holder of the registration is $100.00 per registration.

Amount:
Total Fee Paid = $100

☐ I hereby elect not to submit any fee. I believe no fee is required because I am seeking to correct an immaterial, e.g., clerical, error that was the fault of the USPTO, rather than the fault of the owner/holder. I understand that the USPTO may, upon later review, require a fee payment.

SIGNATURE(S)

Click to choose ONE signature method:

☐ Sign electronically directly on this response form ☐ E-mail Text Form to second party for electronic signature  ☐ Handwritten pen and ink 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 SIGNATURE

Text Form for E-Signature - Declaration

E-mail the Text Form (available after clicking on the Validate Form button, below) to the proper signatory(ies) for that person(s) to sign the request electronically.

WARNING: Once you begin the e-mail signature process, you cannot attach any images. Therefore, please ensure that all appropriate image files are properly uploaded before validating this form.

NOTE: The actual signatory must complete the following fields directly on the Text Form:

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.

Signatory's Phone Number

REQUEST SIGNATURE

Click to choose ONE signature method:
O Sign electronically directly on this response form  O E-mail Text Form to second party for electronic signature

NOTE: Although a possible combination as selected on the form, the following signing method must NOT be used: declaration signed directly and request signed through the e-mail text form approach.

NOTE: Request is to be signed AFTER the declaration signing process is completed.
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SIGNATURE(S)

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- Sign electronically directly on this response form
- E-mail Text Form to second party for electronic signature
- Handwritten pen-and-ink 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 SIGNATURE

Use the Text Form (available after clicking on the Validate Form button, below) that will be signed by the proper signatory(ies) in the traditional "pen-and-ink" manner (i.e., you will attach a scanned handwritten signature in JPG/PDF format to the Portable Form for the final submission.)

Click on the 'Browse' button to select JPG/PDF file that contains the scanned declaration/signature from applicant's local drive. (NOTE: The attached file must contain BOTH the boilerplate declaration language and the signature. If you are not using the Text Form page for signature purposes, as described above, you must create your own complete signature page. It is NOT sufficient to attach only a scanned signature.)

WARNING: Submission of an overall request as a PDF file is NOT permissible, i.e., do not use this section, or any other section, of the form to attach a multi-page document consisting of arguments, evidence, revised identifications of goods/services, additional statements, etc. Any portion of the this form that exists for a specific purpose must be used for that purpose, rather than trying to "shoehorn" a complete request for Section 7 within one PDF file. For complete requirements concerning PDF files, click here.

WARNING: The file size cannot exceed 5 megabytes per attachment for JPG or 30 megabytes per attachment for PDF.

NOTE: The actual signatory must complete the following fields directly on the Text Form:

- * 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.
REQUEST SIGNATURE

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* 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 of the registration; and
- If an authorized U.S. attorney or Canadian attorney/agent previously represented me in this matter or in a pending post-registration filing, 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 of the registration or legally authorized to bind the owner/holder of the registration, 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; and
- I am currently the trademark owners/holder's attorney or an associate thereof,
- If you are filing this in conjunction with a pending post-registration filing: 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 trademark owner/holder in this matter: (1) the trademark 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 trademark owner/holder has filed a power of attorney appointing me in this matter; or (4) the trademark owner/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.

ADVISORY: Foreign attorneys (other than authorized Canadian attorneys/agents) may not sign this request and are prohibited from representing trademark owners/holders before the USPTO in trademark matters.

☐ Check here if you are filing a Declaration of Use of Mark under Section 8; a Combined Declaration of Use of Mark under Sections 8 & 15; or a Combined Declaration of Use of Mark/Application for Renewal of Registration of Mark under Sections 8 & 9 in conjunction with this Section 7 Request.

NOTE: For consistency of examination, it is helpful to know whether both filings should be examined at the same time.

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

* Signature

* Signatory's Name

* Signatory's Position

* Date Signed (MM/DD/YYYY)
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 the firm name to establish acceptability of the signature. e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar Member.
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 payment to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at:

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OMB No. 0651-0055 (Exp. 07/31/2018)

Section 7 Request
Validation Page

On Mon Feb 06 12:36:18 EST 2017 you completed all mandatory fields and successfully validated the form. It has NOT been filed to the USPTO at this point. Please complete all steps below to submit the form.

- **STEP 1**: Review the Request data, available below in various formats, by clicking on any of the phrases listed under Request Data. Use the print function within your browser to print these pages for your own records.
  **NOTE**: At the point of final validation, it is critical to confirm that all information is displayed properly immediately before filing, regardless of the appearance of the data at any point earlier in the process.
  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.

  Request Data
  - **Input**
  - **Mark**
  - **XML File**
  - **Textform**

- **STEP 2**: If any of the information is incorrect, click on the Go Back to Modify button at the bottom of this page to return to the Request form and make changes.

- **STEP 3**: If there are no errors and you are ready to file this Request electronically, confirm the e-mail address for acknowledgment. Once you submit an Request 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 Request, 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 check 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.
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**STEP 6:** If you are ready to file electronically:
Click on the Pay/Submit button at the bottom of this page. **NOTE:** If a fee payment is required, screens for entering payment information will come up after you have clicked on the Pay/Submit button. After successful entry of payment information, you can complete the submission to the USPTO. A complete transaction will result in a screen that says SUCCESS! Within 24 hours, the email acknowledgment will also be sent.

**WARNING:** Click on the Pay/Submit button **ONLY** if you are now entirely prepared to complete the Pay/Submit process. After clicking the button, you can **NOT** return to the form, since you will have left the TEAS site entirely. Once in the separate payment site, you **must** complete the Pay/Submit process within **30 minutes**. If you are not prepared to complete the process now, you should select the "Download Portable Data" option to save your form, and then complete the Pay/Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction. If you are not prepared to complete the process now, you should select the "Download Portable Data" option to save your form, and then complete the Pay/Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.

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