

Instructions for completing the Trademark Identity Verification Form for TEAS and TEASi

Follow these instructions to complete the Trademark identity verification form for TEAS/TEASi, available at <https://www.uspto.gov/sites/default/files/documents/TM-id-verification-form.pdf>, used to verify your identity with the United States Patent and Trademark Office (USPTO).

The completed form should be mailed to:

Mail Stop EBC
Commissioner for Trademarks
P.O. Box 1451
Alexandria, VA 22313-1451

Block 1 - Requestor role (select only one)

- Select the **U.S.-licensed attorney** radio button only if you're an attorney licensed to practice in the United States.
- Select the **Canadian attorney/agent** radio button only if you're a reciprocally recognized Canadian attorney or agent.
- Select the **Trademark owner** radio button only if you're one of the following:
 - An individual person who owns the trademark
 - A person who can legally bind the owner, such as the CEO or other corporate officer, or a partner in a partnership
 - A non-attorney employee of a trademark owner acting merely as a scrivener for someone who has the authority to bind the owner in trademark matters. For example, a company employee entering information into USPTO forms as provided to them by their corporate officer.
- Select the **Attorney support staff** radio button only if you're a paralegal or other legal professional staff who will be sponsored by a verified U.S.-licensed attorney or reciprocally recognized Canadian attorney or agent.

Block 2 - Requestor information

Name

- Provide your complete legal name, including first name, middle name (not initial) and last name.
- You must provide your name exactly as it appears on a valid, current government-issued photo ID, such as a driver's license, state ID, passport, or resident alien card. The same valid government identification must be presented to the notary at the time of notarization. Refer to the Identity Proofs section at the bottom of this document for examples of acceptable government-issued identification.
- The name on your USPTO.gov account must exactly match the name entered on the paper verification form.
- For each name field entry, there is a 50 character maximum.

UNITED STATES
PATENT AND TRADEMARK OFFICE



Address

Provide the street name, number, and any additional components (directional symbols, etc.) necessary to identify a specific address (100 characters maximum). This should match the address in your USPTO.gov account.

City

The name of the city associated with your address (40 characters maximum).

State

Use the postal abbreviation for the state of the United States you reside in.

ZIP/Postal code

In the United States this equates to ZIP code (20 characters maximum).

Country

Use the complete English language spelling of the nation you reside in.

Telephone number

Include area code. Also include the country code if your number is based outside the United States (40 characters maximum).

USPTO.gov account email address

Provide the primary email address you use for electronic communications and profile information in your USPTO.gov account, as indicated in <https://my.uspto.gov> (129 characters maximum).

Block 3 – Type of action requested

You may request the following actions by checking the appropriate box:

- Verify an existing USPTO.gov account and authorize it for Trademark filing
- Update USPTO.gov account
- Change USPTO.gov account holder's name
- Revoke account
- Other

Verify an existing USPTO.gov account and authorize it for Trademark filing

Use this selection if you have never verified your USPTO.gov account for accessing TEAS and TEASi. In checking this box, you are requesting the USPTO to verify the identity set forth in your USPTO.gov account for conducting Trademark business. The account enables the USPTO to identify your electronic communications.

Update USPTO.gov account

Use this selection if you have previously verified your USPTO.gov account for conducting Trademark business and need to change the primary email address associated with it. Your new email address should be listed in Block 2. You will also need to enter your previous email address in the "Previous email address" line.

Change USPTO.gov account holder's name

Use this selection if you have previously verified your USPTO.gov account for conducting Trademark business and need to change the name associated with it. Your new name should be listed in Block 2, and your previous name should be entered next to the "Previous Name" line.

Revoke Trademark authorization for current USPTO.gov account

Use this selection to request that the USPTO revoke your Trademark verification for this USPTO.gov account. This will make it unusable for making Trademark filings with the USPTO.

Typical reasons for requesting revocation:

- You're an attorney but you have mistakenly set up your current USPTO.gov account as a paralegal or sponsored support staff user (sponsored by another attorney) and you wish to change your role. Indicate this in the "Other" field to use the account as an attorney.
- A new account has been issued to you.
- You no longer wish to have an account.
- You have lost control of your account or the account has become compromised. If you need a replacement account, complete the "Update USPTO.gov account" section of the form.

Other – describe in detail

Check this box to make additional requests or provide further details in the field provided.

Block 4 – Signature

Provide an inked signature and request date. Your signature indicates you have read and understand the Terms of Use for USPTO.gov accounts at <https://www.uspto.gov/terms-use-uspto-websites> and will abide by the rules and policies of the USPTO regarding the Terms of Use.

Block 5 – Identification

All requestors must have their signature notarized by a notary public with a valid, non-expired commission. Present the notary with two forms of acceptable identification from the list and have your signature notarized.

Identity documents

To be sure of the identity of the person requesting the Trademark verified USPTO.gov account, the notary completing the USPTO Trademark Identity Verification Form must see two forms of identification, at least one of which is a picture ID. Acceptable forms of ID are:

LIST A DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT AUTHORIZATION	LIST B DOCUMENTS THAT ESTABLISH IDENTITY	LIST C DOCUMENTS THAT ESTABLISH EMPLOYMENT AUTHORIZATION
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ul style="list-style-type: none"> • NOT VALID FOR EMPLOYMENT • VALID FOR WORK ONLY WITH INS AUTHORIZATION • VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-9)	4. Voter's registration card	4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ul style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ul style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the passport 	5. U.S. military card or draft record	5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner card	
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE AS IDENTIFICATION