**TEAS NUTS & BOLTS:**

*Applicant Information*

MARK: Now you are ready to fill in the Applicant information. Be sure to complete any field designated with a red asterisk.

In the "Owner of Mark" section, type in the business name of the trademark owner. Or, if the trademark is owned by an individual, type in the personal name of the owner, last name first.

Remember, the name you type in should indicate the owner of the mark, not necessarily the name of the person filling out the form.

If your business operates under an assumed name, be sure to include that information. If the section does not apply to you, leave it blank.

For the "Entity Type" section, select your Entity type from those listed. Depending on your Entity type, you will need to select your country of citizenship, the state or country in which your business is incorporated or organized, and, if required, include the names and citizenship of any general partners, members, trustees, or executors.

If your entity type is not listed, click the "Other" button and select your organization type from the drop-down menu. Be sure to include all other relevant information.

If you and another owner own the mark jointly, but do not have a legally formed arrangement for ownership, you are considered "Joint Applicants." Simply fill out the page for one owner, click the "Add Owner" button at the bottom of the page, and fill out the page again for each joint owner.

The rest of the page is very straightforward. Simply fill in your street address and city, select your state and country, and fill in your zip code.

Remember, however, that the information in your filing is available to the public, so if you would prefer not to have a personal street address in the record, you may wish to consider using a Post Office box or business address.

The Office recommends that you provide additional contact information: a telephone number where you can be reached and a business website address, if you have one. The web address will give the Office an additional way to contact you, if the need arises, as well as provide background information for the better examination of your application.

Also, you can type in your e-mail address and click the box to authorize the USPTO to communicate with you via e-mail. This is suggested for TEAS Regular applications and required for TEAS Reduced Fee and TEAS Plus.

Remember: only one e-mail address may be used for correspondence. You must keep this address current in the USPTO’s records and be sure to take all necessary steps to ensure that any e-mail coming from us is not treated as spam.

When you're done, click "Continue" and move on to the next page.