

PTO Form 1966 (Rev 4/2002)
OMB No. 0651-0050 (Exp. 4/2009)

Preliminary Amendment Form

TEAS - Version 4.0 : 09/08/2007

For more information regarding any of the following questions or topics, either go to [HELP](#) or click on the underlined word. You may use the following Preliminary Amendment Form to:

- Request a change to an application *prior to examination*; or
- Request a change to an already-examined application, *where no other mechanism exists; i.e.*, no other TEAS form provides the opportunity to propose a change; *e.g.*, amendment of the mark when submitting an Allegation of Use.

Advisory Note: You must maintain an accurate correspondence address with the USPTO. All changes must be made in writing, or through the electronic [Change of Correspondence Address form](#).

Please answer all of the questions below to create a Preliminary Amendment Form showing only sections relevant to you. To have many of the fields of your form automatically completed using the Trademark Operation's database (based on your original filing), please enter the serial number of your application. Finally, click on the NEXT button; or, to start over, click on the CLEAR button.

NOTE: Fields containing the symbol "*" must be completed; all other relevant fields should be completed if the information is known. A declaration will automatically appear at the end of the actual form in each instance. To satisfy legal requirements, the declaration at the end of the preliminary amendment form must be signed if a "#" symbol precedes a specific item listed on the form, OR if the original application were submitted "unsigned." The declaration must be signed by someone who is a "proper party to sign on behalf of applicant" under [Trademark Rule 2.33](#). If not required, the declaration may simply be left unsigned. However, the information for the Preliminary Amendment Signature section must always be entered.

NOTE: This form has a session time limit of 60 minutes. A session begins once you create and enter the form via the Form Wizard. If you exceed the 60 minute time limit, the form will not validate and you must begin the entire process again. Therefore, you should have all information required to complete the form available prior to starting your session.

* [Serial Number](#):

(required only if completing a new Preliminary Amendment form; otherwise, access saved form, below)

OR

To access previously-saved data, use the "Browse/Choose File" button below to access the file from your local drive. **NOTE: For detailed instructions on the process for retrieving saved data, please click [here](#). FAILURE TO FOLLOW THESE NEW INSTRUCTIONS WILL RESULT IN THE DISPLAY OF YOUR DATA IN AN XML FORMAT THAT CANNOT BE EDITED.**

NOTE: You must wait approximately 7-10 days after your original submission to file the Preliminary Amendment. Please first ensure that all of the original application data has been fully loaded into the USPTO's [TARR database](#) before attempting to use this form.

WARNING: While you may successfully submit a Preliminary Amendment, the filing will **NOT** result in any information being automatically uploaded into the USPTO's databases. An examining attorney must review the amendment to determine whether the proposed change(s) is acceptable. Also, you may NOT submit a Preliminary Amendment for an application filed under the Madrid Protocol (Section 66(a)).

1. Do you want to pay an [additional fee](#)?

Yes No

2. Do you need to [ADD a new class of goods and/or services](#)? (Note: If simply CHANGING an existing classification number, use Question #3, below.)

Yes No

If the answer is Yes, enter the number of classes:

3. Do you need to change/delete an existing classification number; modify listing of goods and/or services; add/modify dates of use; add/substitute a specimen and/or submit a foreign registration certificate ?

Yes No

4. Do you want to correct any applicant or entity information?

Yes No

5. Do you want to modify your mark? (i.e., either change the mark itself or submit a better quality image)

NOTE: While minor changes in the mark are *sometimes* permitted, any material alteration will NOT be permitted and will result in a refusal being issued on that ground. If submitting a new mark image, it **MUST** be in the JPG format (only attachments in other portions of the form (e.g., specimens, evidence) can be in the PDF format).

Yes No

If the answer is Yes, do you need to attach a new mark image?

Yes No

6. Do you want to make any additional statement(s) of record to address a requirement, e.g., a disclaimer or claim of a prior registration?

Yes No

7. Is there one applicant but more than one [signatory](#) or joint or multiple applicants?

Yes No

If the answer is Yes, enter the number of owners:

8. Is an [attorney](#) filing this Preliminary Amendment?

NOTE: Answering this question creates the appropriate signature section at the end of the Preliminary Amendment, but does not allow you to appoint an attorney or change a previously appointed attorney. An "Attorney Section" will NOT appear in the form if you check "Yes".

Yes No

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

Yes No

10. Do you need to submit a [Signed Declaration](#)? (i.e., either to verify an application originally submitted UNSIGNED, or to support a [specific item](#) in the Preliminary Amendment, designated on the form with a "#" symbol, e.g., new specimen.)

Yes No

If yes, what signature approach do you want to use? Choose one from below.

Sign electronically [directly](#) on this Preliminary Amendment form

E-mail [Text Form](#) to second party for electronic signature

[Handwritten pen-and-ink signature](#)

11. What signature approach do you want to use for the Preliminary Amendment itself? Choose ONE from below.

NOTE: A Preliminary Amendment MUST be signed.

NOTE: Although a possible combination as selected on the form wizard, the following can NOT be used: declaration signed directly and Preliminary Amendment signed through the e-mail text form approach.

Sign electronically [directly](#) on this Preliminary Amendment form

E-mail [Text Form](#) to second party for electronic signature

[Privacy Policy Statement](#)

The information collected on this form allows the USPTO to determine whether a mark may be registered on the Principal or Supplemental Register, and provides notice of an applicant's claim of ownership of the mark. Responses to the request for information are required to obtain the benefit of a registration on the Principal register. 15 U.S.C. §1051 et. seq. and 37 CFR Part 2. All information collected will be made public. Gathering and providing the information will require an estimated 10 minutes (depending if the response is based on an intent to use the mark in commerce, use of the mark in commerce, or a foreign application or registration). Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. Please note that the USPTO may not conduct or sponsor a collection of information using a form that does not display a valid OMB control number.

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