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PTO Form 2197 (Rev 9/2005)
OMB No. 0651-0056 (Exp. 10/31/2008)

Change of Owner's Address

TEAS - Version 3.6 : 12/02/2006

Each field name links to the relevant section of the "HELP" instructions that will appear at the bottom of the screen. Fields containing the symbol * **must** be completed; all other relevant fields should be completed if the information is known.

Note: check here if you do not want the scrolling help to be automatically shown at the bottom of the screen.

Important: ONCE A CHANGE OF OWNER'S ADDRESS IS SUBMITTED ELECTRONICALLY, THE OFFICE 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 1-800-786-9199. 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 on an application that has an assigned serial number, use <http://tarr.uspto.gov>, or telephone 703-305-8747.

* **Instructions:**

To file the Change of Owner's Address Form electronically, please complete the following steps:

Step 1. Fill out all mandatory fields.

Step 2. Validate the form, using the **Validate** button at the end of the form. If there are errors, go back to step 1.

Serial Number

Mark

Law Office Assigned

Current Address
Information

By submission of this request, the undersigned requests that the following new address be made of record for the owner:

New Address Information

* **Street Address**

NOTE: You must limit your entry here, and for all remaining fields within this overall section, 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.

Internal Address

* **City**

* **State**

(Required for U.S. applicants)

If not listed above, please select "OTHER" and specify here:

* **Country or U.S. Territory**

* **Zip/Postal Code**

(Required for U.S. applicants)

Phone Number

Fax Number

NOTE: Where an attorney or domestic representative has been appointed, the USPTO will correspond **only** with the listed appointment. Do **not** attempt to change the correspondence address to the owner's address. Use the section below **only** if the USPTO will be corresponding directly with the owner, but at a different address than the "physical" owner address; *e.g.*, to a P.O. Box, rather than the owner's street address.

Correspondence Information

* **Name**

Firm Name

(If data does not appear automatically and you wish it to be included in the USPTO database, you MUST enter it here.)

* **Street Address**

NOTE: You must limit your entry here, and for all remaining fields within this overall section, 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.

Internal Address

* **City**

* **State**

(Required for U.S. applicants) If not listed above, please select "OTHER" and specify here:

* **Country or U.S. Territory**

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

Phone Number

(If data does not appear automatically and you wish it to be included in the USPTO database, you MUST enter it here.)

Fax Number

(If data does not appear automatically and you wish it to be included in the USPTO database, you MUST enter it here.)

NOTE: To add or modify an E-MAIL ADDRESS, you must use the Change of Correspondence Address form.

Electronic Signature

The form will not be "signed" in the sense of a traditional paper document. To sign this electronic form, the signatory must enter any alpha/numeric character(s) or combination thereof of his or her choosing, preceded and followed by the forward slash (/) symbol. The USPTO does not determine or pre-approve what the entry should be, but simply presumes that this specific entry has been adopted to serve the function of the signature. Most signatories simply enter their names between the two forward slashes, although acceptable "signatures" could include /john doe/; /jd/; or /123-4567/.

* **Signature**

* **Date Signed** (MM/DD/YYYY)

* **Signatory's Name**

* **Signatory's Position**

NOTE: Enter the appropriate title, or the relationship to the applicant(e.g., "Employee"). If an individual, enter "Owner." If an attorney, enter "Attorney of record."

Click on the desired action:

The "Validate Form" function allows you to run an automated check to ensure that all mandatory fields have been completed. You will receive an "error" message if you have not filled in one of the fields that are considered mandatory. For other fields that the USPTO believes are important, but not mandatory, you will receive a "warning" message if the field is left blank. This warning is a courtesy, if non-completion was merely an oversight. If you so choose, you may by-

pass that "warning" message and validate the form (however, you cannot by-pass an "error" message).

Note: To either print the completed application, in whole or in part, download and save the validated application, or electronically submit the application to the USPTO, click on the Validate Form button.

Privacy Policy Statement

The information collected on this form allows an applicant to request a Change of the Owner's Address. Responses to the request for information are required to obtain or maintain the benefit of a registration on the Principal or Supplemental register. All information collected will be made public. Gathering and providing the information will require an estimated 3 minutes. 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.