

# Checklist for Petition to the Director to accept paper submission

The attached petition to the Director includes the following:

- \_\_\_ A **statement of the facts** supporting the petition accompanied by a **signed declaration under 37 C.F.R. §2.20** (see attached sample declaration). The declaration must be signed by a proper party, as specified in 37 C.F.R. §2.193(e)(5). See TMEP §611.02.
  
- \_\_\_ A **\$200 paper-filing petition fee**
  
- \_\_\_ The **fee(s) for filing the submission on paper**, if required
  
- \_\_\_ The **paper submission**
  
- \_\_\_ A **certificate of mailing**<sup>1</sup>

---

<sup>1</sup> Certificates of mailing are only available for filers who use the United States Postal Service to mail their paper submission. Paper submissions deposited in non-U.S. post will be assigned the date of receipt in the USPTO as the date of filing. 37 C.F.R. §2.195(b).

**\*Retain a copy of all documents mailed to the USPTO including this cover sheet.\***

**CERTIFICATE OF MAILING**

I hereby certify that this correspondence, \_\_\_\_\_, pertaining to  
\_\_\_\_\_ (specify document type)

\_\_\_\_\_ is  
\_\_\_\_\_ (specify U.S. Application Serial No./U.S. Registration No./USPTO Reference No.)

being deposited with the United States Postal Service as first class mail in an envelope

addressed to: Commissioner for Trademarks, P.O. Box 1451, Alexandria, Virginia 22313-

1451 on the date shown below:

\_\_\_\_\_  
(Typed or Printed Name of Person Signing Certificate)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**\*Retain a copy of all documents mailed to the USPTO including this cover sheet.\***

The following is the required language for a declaration under 37 C.F.R. §2.20:

The signatory, being hereby 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 s/he is properly authorized to execute this document on behalf of the owner, and all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Date)

**\*Retain a copy of all documents mailed to the USPTO including this cover sheet.\***