



# Trademark Electronic Application System

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PTO Form 1966 (Rev 10/2011) □  
OMB No. 0651-0050 (Exp. 09/30/2020)

## Voluntary Amendment Form

TEAS - Version 7.4

### GENERAL FORM INFORMATION:

- **TIMEOUT WARNING:** You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.
- **DO NOT USE YOUR BROWSER BACK/FORWARD BUTTONS:** Use only the navigation buttons at the bottom of each page.
- **TIPS ON USING THIS FORM MOST EFFECTIVELY:** Click on any underlined (hyperlinked) terms for additional information.
- **REQUIRED FIELDS:** All have an **ASTERISK (\*)**, and the form will not validate if these fields are not filled-out.

### FOLLOW THE 4 STEPS TO ACCESS THE AMENDMENT FORM:

**STEP 1:** To use this form, you must wait approximately 7-10 days after your original submission. Please first ensure that all of the original application data has been fully loaded into the USPTO's [TSDR system](#) before attempting to use this form.

**WARNING:** While you may successfully submit a Voluntary 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 submit a Voluntary Amendment for an application filed under the Madrid Protocol (Section 66(a)) only for [limited purposes](#).

If making additional information part of the record for a registration where no change would result to either the Trademark Database or the registration certificate (e.g., providing information concerning use by a related party or specifying the dates of use for specific goods/services within a class), the USPTO will neither examine nor act on such submissions. Otherwise, if you wish to correct or amend information that is on the registration certificate, do **not** use this form; instead, you must file a Section 7 Request for Amendment or Correction of Registration Certificate.

### STEP 2: ENTER APPLICATION SERIAL NUMBER/REGISTRATION NUMBER BELOW OR ACCESS PREVIOUSLY FILLED-OUT/SAVED FORM.

\* [Serial/Registration Number:](#)

*(Do not enter serial/registration number if you are accessing your saved form.)*

OR

To upload a previously saved form file, first review the [TEAS Help instructions for accessing previously saved data](#) and then use the "Browse..." button below to access the form file saved on your computer. **WARNING:** Failure to follow the TEAS Help instructions will result in the inability to edit your data.

Do **NOT** upload or attach any other file(s) (for example, a specimen or foreign registration certificate) using the button below. You must upload other attachments within the proper section of the actual form, after answering "Yes" to the appropriate wizard question(s) on the next page.

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- Terms of Use
- Security
- Systems Status
- Site Map

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## Paperwork Reduction Act Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. This Voluntary Amendment Not in Response to USPTO Office Action/Letter is estimated to take 25 minutes to complete and submit to USPTO. Any comments on the amount of time you require to complete this activity and/or suggestions for reducing this burden, should be sent to the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450.

## Privacy Act Statement

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with your submission of the attached form related to an application for a trademark/servicemark. The authority for the collection of this information is 35 U.S.C. 2(b)(2); (2). The information in this system of records is used to disseminate information about Trademarks submission or other Trademark related actions before the United States Patent Office. However, routine uses of this information may include disclosure to the following: to law enforcement and investigation in the event that the system of records indicates a violation or potential violation of law; to a Federal, state, local, or international agency, in response to its request; to an agency, organization, or individual for the purpose of performing audit or oversight operations as authorized by law; to non-federal personnel under contract to the agency; to a court for adjudication and litigation; to the Department of Justice for Freedom of Information Act (FOIA) assistance; to members of Congress working on behalf of an individual; to the Office of Personnel Management for personnel research purposes; to National Archives and Records Administration for inspection of records; and to the Office of Management and Budget for legislative coordination and clearance. Disclosure of the information by you is voluntary; however, if you do not furnish the requested information, the USPTO may not be able to process and/or examine your submission, which may result in termination of proceedings or abandonment of the application for a trademark. The applicable Privacy Act System of Records Notice for this information request is COMMERCE/USPTO-26, Trademarks Application and Registration Records: Federal Register vol. 85 February 18, 2020, p 8847, available at <https://www.govinfo.gov/content/pkg/FR-2020-02-18/pdf/2020-03068.pdf>.