

# Trademark Electronic Application System

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PTO Form 1581 (Rev 09/2005)  
OMB No. 0651-0054 (Exp. 12/31/2020)

## Request for Extension of Time to File a Statement of Use TEAS - Version 7.1

You may file an Extension of Time ONLY *after* a Notice of Allowance for the application has been issued.

**NOTE:** You must complete any field preceded by the symbol "\*".

**TIMEOUT WARNING:** 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.

\* **Serial Number:**  *(required only if completing the SOU Extension Request form; otherwise, access saved form, below)*

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.

If appropriate to file at this time, please answer all of the questions below to create an Extension of Time form showing only sections relevant to you. Then press the NEXT button. For more information regarding any of the following questions or topics, either go to [HELP](#) or click on the underlined word.

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Each hyperlinked term links to relevant information that will appear in a pop-up window.

**Important:** Once this form is submitted electronically, an email acknowledging receipt of the submission will be sent to the Primary Email Address for Correspondence. Please contact [TEAS@uspto.gov](mailto:TEAS@uspto.gov) if you do not receive this acknowledgment within 24 hours of transmission, or by the next business day, whichever is later.

**i**

### Contact Points:

For **general trademark information**, please email [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov), or call 1-800-786-9199.

If you need help in resolving **technical glitches**, please email [teas@uspto.gov](mailto:teas@uspto.gov). Please include your telephone number in your email, so we can talk to you directly, if necessary. For **status** information, use <http://tsdr.uspto.gov>

**NOTE ABOUT STATUS CHECKS:** Do NOT attempt to check the status of a filing until at least 72 hours after submission of the filing, to allow sufficient time for our databases to be updated.

### \* Instructions:

To file this Statement of Use (SOU) Extension Request electronically, please complete the following steps:

**Step 1.** Fill out all fields for which information is known. Fields with a \* symbol are mandatory for filing purposes and must be completed.

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

**Step 3.** If validation of all mandatory fields is successful, you will be navigated to a confirmation screen.

<b>Serial Number</b>	
<b>Mark</b>	
<b>Owner/Holder Information</b>	
<b>Primary Email Address for Correspondence</b> <b>Warning:</b> This is the email address currently of record in the USPTO database. If it is not the email address of either the appointed attorney, if any, otherwise the owner, it must be updated.	
<b>Secondary Email Address(es) (Courtesy Copies)</b>	

Updates to the owner's/holder's postal and email address can be made within this form. If no attorney is appointed, the owner's/holder's email address is the Primary Email Address for Correspondence. Secondary Email Address(es) for courtesy copies can also be provided.

### Notice of Allowance Information

#### [Notice of Allowance Mailing Date](#)

Applicant requests a six-month extension of time to file the Statement of Use under 37 C.F.R. § 2.89 in this application.

### Extension Request Periods

#### [Number of Extension Request:](#)

### Statement of Use Submitted

Check here if a Statement of Use has already been submitted or is being submitted with this Extension request as evidence that the applicant believes that it has made valid use of, or if applicable, has exercised legitimate control over the use of, the mark in commerce. If the USPTO finds the Statement of Use to be fatally defective, the applicant requests additional time to file an amended or substitute Statement of Use.

### Request to Divide

Check here if you either submitted a Request to Divide in paper or are filing a Request to Divide as part of the TEAS Statement of Use form.  
**PLEASE NOTE:** You must submit the request to divide in conjunction with a timely filed SOU unless an additional basis for registration already exists for the specific goods/services identified as not being covered by this extension request. The mere filing of an extension request without the divisional request and a timely filed SOU is not sufficient. Accordingly, if you do not file a timely request to divide (and statement of use, if required), the goods/services not covered by this extension will be deleted from the application and cannot later be reinserted. For more information on filing a Request to Divide, review TMEP §§ 1110-1110.07.

1. Is a [newly appearing U.S.-licensed attorney](#) filing this form or do you need to update bar information, email address, street address, phone or fax number for an already appointed attorney?

[Foreign-domiciled owners/holders](#) must have a U.S.-licensed attorney represent them before the USPTO in any application-or registration-related filing. [Information about hiring a U.S.-licensed attorney](#) can be found on the USPTO website.

Yes  No

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### Owner Information

**Instructions:**

1. **Update the mailing address**, if needed. The address entered on this page is publicly viewable in the USPTO's [TSDR](#) database and is presumed to be the owner's/holder's domicile.
2. **Update a domicile address that is not the same as the mailing address:** Use the [Change Address or Representation](#) form to provide or update a separate domicile address, which is not viewable in TSDR.

<b>*Owner</b>	<input type="checkbox"/> Check this box only if the owner listed above does not identify the current trademark owner. The trademark owner is the legally recognized entity or individual that owns the trademark. If there has been a change in ownership or legal name of the owner, you must enter the new owner in this form. Instructions will be provided when you check the box. For more information, see our <a href="#">webpage on modifying owner information in online forms</a> .
<b>Internal Address</b>	<input type="text"/>
<b>*Street Address</b> (Entered address is viewable in the USPTO's <a href="#">TSDR</a> database. This address must be capable of receiving mail. The USPTO presumes this address is the owner's/holder's domicile. If it is not, enter the domicile address on the <a href="#">Change Address or Representation</a> form.)	<input type="text"/> <small>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.</small>
<b>*City</b>	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 22 characters.</small>
<b>* State</b> (Required for U.S. applicants)	<input type="text" value="v"/> <small>NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</small>
<b>*Country/Region/Jurisdiction/U.S. Territory</b>	<input type="text" value="v"/>
<b>* Zip/Postal Code</b> (Required for U.S. and certain international addresses)	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>
<b>* Email</b>	<input type="text"/> The owner/holder is required to provide an email address and keep that address current. If the owner/holder is represented by a U.S.-licensed attorney, only the attorney's email address will be used for correspondence by the USPTO. <small>NOTE: The owner/holder or the owner's/holder's attorney are responsible for periodically checking the status of the application/registration using the <a href="#">Trademark Status &amp; Document Retrieval (TSDR)</a> system. USPTO notices and office actions issued in this application/registration can be viewed online using <a href="#">TSDR</a>. The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.</small>

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### Goods/Services/Collective Membership Organization Information

**WARNING:** If you recently added or deleted a class(es) of goods/services/a collective membership organization, and the correct class(es) are not displayed below, do not use this form. You must wait until the changed data uploads into the USPTO databases, so that the display is correct before proceeding.

**WARNING: Registration Subject to Cancellation for Fraudulent Statements**

**You must ensure that statements made in filings to the USPTO are accurate, as inaccuracies may result in the cancellation of a trademark registration.** The lack of a bona fide intention to use the mark with all goods/services, or to indicate membership in the collective organization included in an application, or the lack of use on all goods/services, or to indicate membership in the collective organization for which you claim use, could jeopardize the validity of the registration and result in its cancellation.

#### Enter information for the Class

\*[International Class](#):

Current listing of goods/services/the nature of the collective membership organization:

**For a trademark or service mark:** The applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with [all of the goods/services listed in the Notice of Allowance](#) or as subsequently modified for this specific class; **for a collective/certification mark:** the applicant has a continued bona fide intention, and is entitled, to exercise legitimate control over the use of the mark in commerce on or in connection with the goods/services/collective membership organization listed in the Notice of Allowance, or as subsequently modified for this specific class.

This filing does **not** cover this specific class. This entire class is to be **permanently deleted** from this application.

**Deleted/Divided Goods/Services:** This filing does **NOT** cover the following goods/services listed in either the application or Notice of Allowance or as subsequently modified for this specific class; these goods/services are being **permanently deleted** or **included in a separately filed Statement of Use with a Request to Divide**.  
**WARNING:** Any item listed below will be permanently deleted from the application and may NOT be reinserted.

**LEAVE THIS SPACE BLANK IF THE FILING COVERS ALL THE GOODS/SERVICES, OR COVERS THE NATURE OF THE COLLECTIVE MEMBERSHIP ORGANIZATION IN THE NOTICE OF ALLOWANCE FOR THIS SPECIFIC CLASS. ONLY ENTER THE GOODS/SERVICES TO BE PERMANENTLY DELETED FROM THIS APPLICATION.**

**Remaining Goods/Services:** The applicant has a continued bona fide intention to use the mark in commerce on or in connection with the following goods/services listed in either the application or Notice of Allowance or as subsequently modified for this specific class:

**ENTER HOW THE COMPLETE "FINAL" LISTING SHOULD READ THAT WILL IDENTIFY THE GOODS/SERVICES FOR WHICH THE APPLICANT HAS A CONTINUED BONA FIDE INTENTION TO USE THE MARK IN COMMERCE FOR THIS SPECIFIC APPLICATION ( i.e., REMOVE THOSE GOODS/SERVICES IDENTIFIED IN THE PRECEDING BOX). DO NOT ADD OR MODIFY ANY OTHER WORDING, AS SUCH CHANGES MAY NOT BE ACCEPTED BY THE USPTO.**

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### Miscellaneous Information

**To attach your file, please note that:**

\*JPG/PDF image file(s) must be on your local drive.

[Click here to Attach/Remove Miscellaneous](#) 0 file(s) attached

**Miscellaneous Statement:** Enter information for which no other section of the form is appropriate.

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Attorney Information	
* <a href="#">Attorney Name</a>	<input type="text"/>
<a href="#">Firm Name</a>	<input type="text"/>
<a href="#">Individual Attorney Docket/Reference Number</a>	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 12 characters.</small>
* <a href="#">Bar Membership</a>	* <a href="#">Year of Admission</a> <input type="text" value="v"/>
	* <a href="#">U.S. State/Commonwealth/Territory</a> <input type="text" value="v"/>
	* <a href="#">Membership Number</a> <input type="text"/> <small>You must enter "N/A" or a membership number if your U.S. state, commonwealth, or territory issues one. This number is not viewable in TSDR. You must limit your entry here to no more than 40 alphanumeric characters.</small>
<input type="checkbox"/> * <a href="#">The attorney of record is an active member in good standing of the bar of the highest court of a U.S. state, the District of Columbia, or any U.S. Commonwealth or territory.</a>	
<a href="#">Other Appointed Attorney(s)</a>	<input type="text"/>
<a href="#">Recognized Canadian Attorney/Agent</a>	<input type="text"/>
<a href="#">Internal Address</a>	<input type="text"/>
* <a href="#">Street Address</a>	<input type="text"/> <small>NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i>), 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.</small>
* <a href="#">City</a>	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 22 characters.</small>
* <a href="#">State</a> <small>(Required for U.S. addresses)</small>	<input type="text" value="v"/> <small>NOTE: You must include as part of the "city" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.</small>
* <a href="#">Country/Region/Jurisdiction/U.S. Territory</a>	<input type="text" value="v"/>
* <a href="#">Zip/Postal Code</a> <small>(Required for U.S. and certain international addresses)</small>	<input type="text"/>
<a href="#">Phone Number</a>	<input type="text"/>
<a href="#">Fax Number</a>	<input type="text"/>
* <a href="#">Email Address</a>	<input type="text"/>  <small>The appointed attorney's email address must be provided and kept current with the USPTO. NOTE: The owner/holder or the owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the owner's/holder's attorney is responsible for periodically checking the status of the application/registration using the Trademark Status &amp; Document Retrieval (TSDR) system. USPTO notices and office actions issued in this application/registration can be viewed online using TSDR. The USPTO is not responsible for any failure to receive a USPTO-issued email due to the receiver's security or anti-spam software, or any problems with the receiver's email system.</small>



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Correspondence Information	
To make changes to the <b>Primary Email Address for Correspondence</b> below, either (1) use the Owner Information section (if no attorney has been appointed) and enter the change, or (2) use the Attorney Information section of the form to enter the change (if an attorney has been appointed).	
<a href="#">Name</a>	<b>Primary Email Address for Correspondence</b> janedoe@gmail.com <b>Secondary Email Address(es) (Courtesy Copies)</b> <input type="text"/>
<a href="#">Email Address</a>	Enter up to 4 addresses, separated by either a <b>semicolon</b> or a <b>comma</b> . Only the Primary Email Address for Correspondence is used for official communication by the USPTO. If an attorney has been appointed, the USPTO will correspond <b>ONLY</b> with the appointed attorney; otherwise the USPTO will correspond with the applicant owner/holder. The applicant owner/holder or the appointed attorney must keep this email address current with the USPTO. <b>NOTE:</b> I understand that (1) a valid email address must be maintained by the applicant owner/holder and the applicant owner's/holder's attorney, if appointed, for correspondence and (2) all official trademark correspondence must be submitted via the Trademark Electronic Application System (TEAS).

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### FEE INFORMATION

**Extension Filing fee per Class = \$125**

**Note:** The total fee is computed based on the Number of Classes in which the goods/services/collective membership organization associated with the mark is/are classified.

Amount

Number of Classes:

**TOTAL AMOUNT (Number of Classes x \$125):**

**NOTE:** Three payment options ([credit card](#), [automated deposit account](#), and [Electronic Funds Transfer](#)) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.

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### Signature Information

Click to choose ONE [signature method](#):

- [Sign directly](#)  [Email Text Form to second party for signature](#)  [Handwritten pen-and-ink signature](#)

### Electronic Signature

To electronically sign this document, enter any alpha/numeric characters (letters/numbers) of **your choosing**, preceded and followed by the forward slash (/) symbol. Most signatories enter their name between the two forward slashes; examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.

### DECLARATION

STATEMENTS: The signatory believes that: the applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with all the goods/services under Section 1(b) in the notice of allowance or as subsequently modified, or, if applicable, the applicant has a continued bona fide intention, and is entitled, to exercise legitimate control over the use of the mark in commerce on or in connection with all the goods/services/collective membership organization under Section 1(b) in the notice of allowance or as subsequently modified; and that to the best of the signatory's knowledge and belief, no other persons, except, if applicable, members and concurrent users, have the right to use the mark in commerce, either in the identical form or in such near resemblance as to be likely, when used on or in connection with the goods/services/collective membership organization of such other persons, to cause confusion or mistake, or to deceive.

DECLARATION: The signatory being 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 the application or submission or any resulting registration, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

<b>* <a href="#">Signature</a></b>	<input type="text"/>	<b>* <a href="#">Date Signed</a></b>	<input type="text"/> (MM/DD/YYYY)
	<b>NOTE:</b> Only one signature is required, regardless of the number of applicants. To add a signature option, if appropriate, use the "Add Signatory" button, below.		
<b>* <a href="#">Signatory's Name</a></b>	<input type="text"/>		
	<b>NOTE:</b> The signatory must provide their first and last name. Use the following format: Last Name, First Name Middle Initial or Name, if applicable.		
<b>* <a href="#">Signatory's Position</a></b>	<input type="text"/>		
	Enter appropriate title or nature of relationship to the owner/holder.  If the signer is - An <b>individual owner/holder</b> , enter "Owner" or "Holder" as appropriate. - <b>Joint individual owners/holders</b> , enter "Owners" or "Holders" as appropriate. - A <b>business entity</b> authorized signatory, enter official title; e.g., "President" (if a corporation), "General Partner" (if a partnership), or "Principal" (if a limited liability company). - A U.S.-licensed <b>attorney</b> , enter "Attorney of record," and if not specified in the application or prior communications, specify at least one state bar admission, e.g., "Attorney of record, New York Bar member." Also, if the signing attorney is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, also include law firm name, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar member.		
<b><a href="#">Signatory's Phone Number</a></b>	<input type="text"/>		

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# Trademark Electronic Application System

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PTO Form 1581 (Rev 09/2005)

OMB No. 0651-0054 (Exp. 12/31/2020)



## Request for Extension of Time to File a Statement of Use Validation Page

**On Thu Mar 12 10:26:09 ET 2020 you completed all mandatory fields (but we have not yet determined whether the information is correct). Please continue below either to print the Extension of Time, download and save it, or electronically pay the filing fee and submit the validated Extension of Time to the USPTO for filing.**

■ **STEP 1:** To review the Extension of Time data in various formats, click on the appropriate phrase(s) below. Use the print function within your browser to print these pages for your own records.

### Application Data

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■ **STEP 2:** If any of the information is incorrect, click on the Go Back to Modify button at the bottom of this page to return to the Extension of Time form and make changes.

■ **STEP 3:** If there are no errors and you are ready to file, confirm the **Primary Email Address for Correspondence**, displayed below. To make changes to this email address, use the navigation buttons below to return to the appropriate page in the form and update either the attorney's email address, if appointed, or the applicant owner's/holder's email address. **Courtesy copies** are also permitted and these email address(es) are displayed below. To update these addresses, use the navigation buttons below to return to the Correspondence Information page and enter the changes.

After you submit the form, the USPTO will send an acknowledgment of receipt to the following email address(es):

<b>Primary Email Address for Correspondence</b>	
<b>Secondary Email Address(es) (Courtesy Copies)</b>	

■ **STEP 4:** Read and check the following:

### Important Notice:

Please note that:

(1) Once you submit an Extension of Time, either electronically or through the mail, we will not cancel the filing or refund your fee, because it is a processing fee for our substantive review.

(2) All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, email address, and street address. By filing this document, you acknowledge and agree that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through internet search engines and other on-line databases. This information will remain public even if the application is abandoned or any registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.

(3) Private companies **not** associated with the USPTO often use trademark application and registration information from the USPTO's databases to [mail or email trademark-related solicitations](#) (samples of non-USPTO solicitations included).

If you have read and understand the above notice, please check the box before you click on the **Pay/Submit** button.

■ **STEP 5:** To download and save the form, click on the [Save Form](#) button at the bottom of this page. The information will be saved to your local drive. To begin the submission process with saved data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page, at "[**OPTIONAL**] To access previously-saved data, use the "Browse/Choose File" button below to access the file from your local drive." **REMINDER:** Do **NOT** try to open the saved .xml form directly. You must return to the very first page of the form, *as if starting a brand new form*, and then use the specific "Browse/Choose File" button on that page to import the saved file. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

■ **STEP 6:** If you are ready to file electronically:

Click on the Pay/Submit button, below, to access the site where you will select one of three possible payment methods. After successful entry of payment information, you can complete the submission to the USPTO. A valid transaction will result in a screen that says **SUCCESS!** Also, we will send an email acknowledgment within 24 hours.

**WARNING:** Click on the Pay/Submit button below **ONLY** if you are now entirely prepared to complete the Pay/Submit process. After clicking the button, you can **NOT** return to the form, since you will have left the TEAS site entirely. Once in the separate payment site, you must complete the Pay/Submit process within 30 minutes. If you are not prepared to complete the process now, you should select the "Save Form" option to save your form, and then complete the Pay/Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.

**WARNING:** You can **NOT** make any fee payments by *credit card* from 2 a.m. to 6 a.m. Sunday ET. To file during this specific period, you **must** use either the deposit account or electronic funds transfer payment method; or, you may use the "Save Form" option to save your form, and then complete the Pay/Submit process at a later time with the credit card payment option.

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