

# Trademark Electronic Application System

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.  
PTO Form No Form Number (Rev 01/2012)  
OMB No. 0651-0054 (Exp. 12/31/2020)

## Petition to Director

TEAS - Version 7.1

### GENERAL FORM INFORMATION:

- **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.
- **DO NOT USE YOUR BROWSER BACK/FORWARD BUTTONS:** Use only the navigation buttons at the bottom of each page.
- **REQUIRED FIELDS:** All have an **ASTERISK (\*)**, and the form will not validate if these fields are not filled-out.

### TO ACCESS THE PETITION FORM:

**STEP 1:** Use this option **ONLY** if a specific TEAS form does not already exist for the purpose of this filing. Please double-check all possible TEAS forms before attempting to proceed.

**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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### Contacts:

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

For help in resolving **technical glitches**, email [teas@uspto.gov](mailto:teas@uspto.gov). Include your phone number in your email, so we can talk to you directly, if necessary.

### Instructions:

1. Use the **Continue** button at the bottom of each page to move through the form. Fill out all fields for which information is known. Fields with a \* symbol are mandatory and must be completed.
2. Choose a signature method for signing the form on the Signature Page.
3. Review the data you entered by accessing the Input Table on the Validation Page. Confirm that all information is displayed properly. Return to the appropriate section of the form and make any needed corrections before submission of the petition.
4. Click on the **Pay/Submit** button at the bottom of the Validation Page and provide the payment required (if any) to submit the form. When successful you will be navigated to a confirmation screen.
5. An email acknowledging receipt of the submission (a filing receipt) will be sent to the Primary Email Address for Correspondence.

### Status Check:

The status of the filing is available in the [Trademark Status & Document Retrieval System \(TSDR\)](#) 72 hours after filing.

<b>Serial Number</b>	
<b>Mark</b>	
<b>Owner/Holder Information</b>	<b>Email Address:</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) for (Courtesy Copies)</b>	

Use this form to update the information above. A current email address must be provided for the trademark owner/holder and the appointed attorney, if any. The **Primary Email Address for Correspondence** is the email address of the attorney, if appointed, if not, the trademark owner/holder. This is the official address for receiving communications from the USPTO. Courtesy email addresses may be provided within this form.

### STEP 3: PROVIDE RESPONSE BELOW.

\* SELECT THE APPROPRIATE RADIO BUTTON TO INDICATE THE REASON FOR YOUR PETITION.

- Revive partially abandoned goods/services
- Revive application abandoned for more than six months due to extraordinary circumstances
- Reverse holding of abandonment for incomplete response
- Expunge or redact information from public view
- Amend my application after a notice of allowance has issued
- Allow multiple renditions of my mark in a single drawing
- Accept a previously submitted and timely filed paper submission
- Trademark Electronic Application System (TEAS) related issue
- Problem occurred while making a fee payment (FPNG or Pay.gov related issue)
- Other

Enter explanation:

REVIEW ALL QUESTIONS BELOW AND SELECT THE APPROPRIATE RADIO BUTTONS TO ANSWER YES OR NO.

1. Is a [newly appearing U.S.-licensed attorney](#) filing this form or do you need to update the 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

2. Do you need to submit a new or substitute specimen?

Yes  No

3. Do you need to add or delete a miscellaneous statement?

**NOTE:** The miscellaneous statement field includes the ability to attach a file, for example, to provide requested product literature. Do not use this section for attachments where a specific different section for the purpose already exists. This field may also be used to request **DELETION (WITHDRAWAL)** of an additional statement currently of record, for example, a disclaimer (see specific instructions within form).

Yes  No

**STEP 4: ACCESS ACTUAL PETITION FORM.**

Click on the "Continue" button below to access the petition form for entering your information.

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### EXPLANATION OF FILING

Please provide a statement of the reason for your petition. Identify the document you are submitting with the petition and include all legal requirements for filing the document. This option should only be used if you are unable to submit the necessary documents and your deadline is imminent. A petition to the Director must include a verified statement of the facts and the relief being requested.

If you are filing a petition for acceptance of a paper filing, please include any proof of TEAS technical problems or extraordinary circumstances.

[Click here to Enter Explanation of Filing](#)

### Attachments

Click on the 'Click here to Attach Evidence' button below to select the file from your computer. Visit the USPTO's website for [information on acceptable file sizes and formats](#).

**Instructions:** Attach **ONLY** supporting evidence here, not your entire petition. Each portion of this form serves a specific purpose for data processing reasons. Failure to follow this instruction will cause significant delays in the processing and review of your filing.

[Click here to Attach Evidence](#) 0 file(s) attached

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### Owner Information

**Instructions:**

- Update the postal address:** Changes to the mailing address of a trademark holder must be made directly with the International Bureau (IB) of the World Intellectual Property Organization, through Form [MM9](#). Once the change is recorded in the International Register, the IB will notify the USPTO and the USPTO will update its records. This mailing address is publicly viewable in the USPTO's [TSDR](#) database and is presumed to be the holder's domicile.
- Update a domicile address that is not the same as the postal address:** Use the [Change Address or Representation](#) form to provide or update a separate domicile address, which is not viewable in TSDR.

<a href="#">Name</a>	
<a href="#">Postal Address</a> Changes must be made using WIPO <a href="#">Form MM9</a>	
<b>* <a href="#">Email Address</a></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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### FEE INFORMATION

To pay a fee for any of the items that may be listed below in the "Additional Fees" portion, use the pulldown menu in the "Multiplier" column to "activate" that fee choice. Repeat as necessary. The "Overall Total Amount" will reflect all selected "Additional Fees," along with any "Required Fees," if specifically so designated in the form.

Required Fees				
Fee Information	Per	Multiplier	Fee	Total
Petition Fee	Per Petition	1	\$100	\$100
<b>Required Fee Total</b>				<b>\$100</b>

Additional Fees				
Fee Information	Per	Multiplier	Fee	Total
Allegation of Use Fee	Number of Classes	0	\$100	\$0
Additional Fee for Filing Renewal Application During Grace Period	Number of Classes	0	\$100	\$0
Additional Fee for Filing Section 8 Affidavit During Grace Period	Number of Classes	0	\$100	\$0
Extension Request Fee	Number of Classes	0	\$125	\$0
Additional Fee for Application Not Meeting TEAS Plus or TEAS RF Filing Requirements	Number of Classes	0	\$125	\$0
Section 8 Affidavit Fee	Number of Classes	0	\$125	\$0
Section 15 Affidavit Fee	Number of Classes	0	\$200	\$0
Ex Parte Appeal Fee	Number of Classes	0	\$200	\$0
Application for Registration Fee	Number of Classes	0	\$225	\$0
Application for Registration Fee	Number of Classes	0	\$275	\$0
Application for Renewal Fee	Number of Classes	0	\$300	\$0
Application for Registration Fee	Number of Classes	0	\$400	\$0
Petition for Cancellation Fee	Number of Classes	0	\$400	\$0
Notice of Opposition Fee	Number of Classes	0	\$400	\$0
Divisional Request Fee, Per New Application (File Wrapper) Created	Number of New Applications	0	\$100	\$0
Additional Processing Fee for Each Payment Refused or Charged Back	Number of Payments Refused or Charged Back	0	\$50	\$0
Correcting a Deficiency in a Renewal Application Fee	Per Application	0	\$100	\$0
Correcting a Deficiency in a Section 8 Affidavit Fee	Per Application	0	\$100	\$0
Issuing New Certificate of Registration Fee	Per Application	0	\$100	\$0
Certificate of Correction Fee, Registrant's Error	Per Application	0	\$100	\$0
Filing Disclaimer to Registration Fee	Per Application	0	\$100	\$0
Filing a Request for an Extension of Time to File a Notice of Opposition under Section 2.102(c)(3)	Per Application	0	\$100	\$0
Transmitting a request to record an assignment or restriction under §7.23 or §7.24	Per Application	0	\$100	\$0
Transmitting a subsequent designation under §7.21	Per Application	0	\$100	\$0
Correcting a deficiency in an affidavit under §71 of the Act	Per Application	0	\$100	\$0
Filing a Request for an Extension of Time to File a Notice of Opposition under §2.102(c)(1)(ii) or (c)(2)	Per Application	0	\$200	\$0
7.6(a)(1) Certifying an International Application Based on Single Application or Registration	Per Class	0	\$100	\$0
Filing a notice of replacement under §7.28	Per Class	0	\$100	\$0
Surcharge for filing affidavit under §71 of the Act during grace period	Per Class	0	\$100	\$0
Filing an affidavit under §71 of the Act	Per Class	0	\$125	\$0
7.6(a)(2) Certifying an International Application Based on More than One Basic Application or Registration	Per Class	0	\$150	\$0
Paper Petition	Per Petition	0	\$200	\$0
<b>Additional Fee Total</b>				<b>\$0</b>
<b>OVERALL TOTAL AMOUNT</b>				<b>\$100</b>

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<u>ATTORNEY INFORMATION</u>	
<b>* Attorney Name</b>	<input type="text"/>
<b>Firm Name</b>	<input type="text"/>
<b>Docket/Reference Number</b>	<input type="text"/> <small>NOTE: You must limit your entry here to no more than 12 characters.</small>
<b>Bar Membership</b>	<b>Year of Admission</b> <input type="text" value="Select Year"/>
	<b>U.S. State/Commonwealth/Territory</b> <input type="text" value="Select State"/>
	<b>Membership Number</b> <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"/> 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.
<b>Other Appointed Attorney(s)</b>	<input type="text"/>
<b>Recognized Canadian Attorney/Agent</b>	<input type="text"/>
<b>Internal Address</b>	<input type="text"/>
<b>* Street Address</b>	<input type="text"/> <small>NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see below), 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> <small>(Required for U.S. addresses)</small>	<input type="text" value="State"/>
<b>* Country/Region/Jurisdiction/U.S. Territory</b>	<input type="text" value="Select Country/Region/Jurisdiction/U.S. Territory"/>
<b>* Zip/Postal Code</b> <small>(Required for U.S. and certain international addresses)</small>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>
<b>* Email Address</b>	<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 applicant owner's/holder's attorney acknowledges that he or she is solely responsible for receiving USPTO emails. Additionally, the owner/holder or the applicant owner's/holder's attorney is 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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### [NEW CORRESPONDENCE INFORMATION](#)

To make changes to the **Primary Email Address for Correspondence** below, either  
 (1) return to 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).

[Name](#) jane dane

[Email Address](#)

**Primary Email Address for Correspondence:**

**Secondary Email Address(es) (Courtesy Copies):**

Enter up to 4 addresses, separated by either a **semicolon** or a **comma**.

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 ONLY with the appointed attorney; otherwise the USPTO will correspond with the owner/holder. The owner/holder or the appointed attorney must keep this email address current with the USPTO.

**NOTE:** I understand that (1) a valid email address must be maintained by the 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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### DECLARATION SIGNATURE

**When facts are to be proved on petition, the petitioner must submit proof in the form of statements verified with a declaration signed by someone with firsthand knowledge of the facts. Trademark Rule 2.146(c).**

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

- Sign electronically [directly](#) on this petition form  Email [Text Form](#) to second party for electronic signature  [Handwritten pen-and-ink signature](#)

**NOTE:** 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/.

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, submission, or any registration resulting therefrom, declares that the facts set forth above are true; all statements made of his/her own knowledge are true; and all statements made on information and belief are believed to be true.

* <a href="#">Signature</a>	<input type="text"/>	* <a href="#">Date Signed</a>	<input type="text"/> (MM/DD/YYYY)
* <a href="#">Signatory's Name</a>	<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.		
* <a href="#">Signatory's Position</a>	<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 (all must sign the form). - 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.		
<a href="#">Signatory's Phone Number</a>	<input type="text"/>		

Add Signatory

### PETITION SIGNATURE

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

- Sign electronically [directly](#) on this petition form  Email [Text Form](#) to second party for electronic signature

**NOTE:** Although a possible combination as selected on the form, the following signing method must NOT be used: declaration signed directly and petition signed through the email text form approach.

**NOTE:** 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/.

\*You **must** click **one** of the three buttons below to confirm that you are legally authorized to sign this form based on the trademark rules governing representation of others before the USPTO.

**If you have a U.S.-licensed attorney representing you in this matter**, only your attorney can sign this petition.

**Petitioner who is not represented by an attorney (pro se):** I hereby confirm that

- I am **not represented** by an attorney in this matter, and am either: (1) the petitioner(s); or (2) a person or persons(s) with legal authority to bind the petitioner(s); and
- If I had previously been represented by an attorney in this matter, either I revoked their power of attorney by filing a signed revocation with the USPTO or the USPTO has granted this attorney's withdrawal request.

**ADVISORY:** Click the above first button *only* if you are the petitioner(s) or legally authorized to bind the petitioner(s); such as an officer of the petitioner corporation or association, or a general partner of the petitioner partnership.

**Authorized U.S.-Licensed Attorney:** I hereby confirm that

- I am a U.S.-licensed attorney who is an active member in good standing of the bar of the highest court of a U.S. state (including the District of Columbia and any U.S. Commonwealth or territory);
- I am currently the trademark petitioner's attorney or an [associate](#) thereof;
- To the best of my knowledge, if prior to my appointment another U.S.-licensed attorney **not currently associated with my company/firm** previously [represented](#) the petitioner in this matter:
  - the petitioner has revoked their power of attorney by filing a signed revocation or substitute power of attorney with the USPTO;
  - the USPTO has granted that attorney's withdrawal request;
  - the petitioner has filed a power of attorney appointing me in this matter; or
  - the petitioner's appointed U.S.-licensed attorney has filed a power of attorney appointing me as an associate attorney in this matter.

**Authorized Canadian Trademark Attorney/Agent:** I hereby confirm that

- An authorized U.S.-licensed attorney has been appointed to represent the petitioner;
- I have been granted reciprocal recognition under 37 C.F.R. §11.14(c)(1) by the USPTO's Office of Enrollment and Discipline; and
- I am an authorized signatory based on 37 C.F.R. §11.14(c)(2).

**ADVISORY:** Foreign attorneys (other than authorized Canadian attorneys/agents) may not sign petitions and are prohibited from representing a trademark petitioner before the USPTO in trademark matters.

**NOTE:** If more than one owner/holder, **ALL** must sign the overall petition.

<b>* Signature</b>	<input type="text"/>	<b>* Date Signed</b>	<input type="text"/> (MM/DD/YYYY)
<b>* Signatory's Name</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>* Signatory's Position</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 (all must sign the form).		
	- 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>Signatory's Phone Number</b>	<input type="text"/>		

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# Trademark Electronic Application System

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.  
PTO Form No Form Number (Rev 01/2012)  
OMB No. 0651-0054 (Exp. 12/31/2020)



## Petition to Director Validation Page

**On Mon Dec 16 09:01:11 ET 2019 you completed all mandatory fields and successfully validated the form. It has NOT been filed to the USPTO at this point. Please complete all steps below to submit the form.**

■ **STEP 1:** Review the data in various formats, by clicking on the phrases under Data. Use the print function within your browser to print these pages for your own records.  
**Note:** It is important that you review this information for accuracy and completeness now. Corrections after submission may not be permissible, thereby possibly affecting your legal rights.  
**Note:** If you are using the e-signature approach or the handwritten pen-and-ink signature approach, you must click on the final link to access the specific "text form" for that purpose.

### Petition Data

■ [Input](#) ■ [Mark](#) ■ [XML File](#) ■ [Textform](#)

■ **STEP 2:** 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 3:** To download and save the form data, 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. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

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

### Important Notice:

1. You have included with this petition a response that addresses each issue raised in the Office action, and that you understand that if the response does not fully address each issue in the Office action, the Office will abandon your application again, and will not grant another petition to revive. Note: All Office actions are available through the [Trademark Status & Document Retrieval \(TSDR\)](#) system.
2. You are aware that if a fee was required, once you submit this form, we will not refund the fee, because it is a processing fee for our substantive review.
3. You are aware that 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.
4. You are aware that 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:** If you are ready to file:

Click on the Submit button at the bottom of this page to complete the filing process.

**WARNING:** After clicking the button, you can **NOT** return to the form to modify the data. If you are not prepared to complete the process now, you should select the "Save Form" option and then complete the Submit process later.

**FEE PAYMENT (if required):** Screens for entering payment information will follow after clicking the Submit button. Following successful entry of the payment information, you can complete the submission to the USPTO.

You **must** complete the payment process within **30 minutes** of accessing the payment screen.

A complete transaction will result in a screen that says **SUCCESS!** Within 24 hours, an email acknowledgment will also be sent. 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:** Fee payments by credit card may not be made from 2 a.m. to 6 a.m. Sunday, Eastern Time. If you are attempting to file during that specific period, you must use either (1) the deposit account or electronic funds transfer payment method ; or (2) the "Save Form" option to save your form, and then complete the Pay/Submit process later for a credit card payment .

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### **PRA Act Statement**

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### **Privacy Act Statement**

The United States Patent and Trademark Office (USPTO) collects this information under authority of 5 CFR 339.205. The information in this system of records is used to manage name, citizenship, domicile, email address, postal address, and telephone number of the trademark applicant, registrant, and applicant's or registrant's legal or other authorized representative(s), an attorney's law firm or company affiliation and professional licensing information, and other information pertaining to an applicant's or registrant's activities in connection with the applied-for or registered mark. Other records managed in this system include trademark applications, applicant and registrant declarations, office actions, registration certificates, and correspondence generated in the course of the prosecution of a trademark application or maintenance of a trademark registration. The information you provide is protected from disclosure to third parties in accordance with the Privacy Act. However, routine uses of this information may include disclosure to the following: public; foreign entity, professional organizations or associations, audit or oversight; governments, law enforcement and investigation; non-federal personnel; record informational inquiries; data breach notification; data breach assistance; adjudication and litigation; department of justice litigation; freedom of information act assistance from department of justice; office of personnel management; congressional inquiries; the National Archives and Records Administration; and office of management and budget. Disclosure of the information by you is voluntary; however, failure to provide any part of the requested information may result in our inability to enroll you in the program. 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>