

# Trademark Electronic Application System

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PTO Form 2300 (Rev 02/2020)  
OMB No. 0651-0051 (Exp. 11/30/2020)

## Change Address or Representation Form 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 a **RED ASTERISK (\*)**, and the form will not validate if these fields are not filled-out.

### USE THIS FORM TO UPDATE...

#### PRIMARY EMAIL ADDRESS FOR CORRESPONDENCE:

**How to Update:** Change the email address of the appointed attorney, if any, otherwise the email address of the trademark owner/holder to change the **Primary Email Address for Correspondence**. A separate email address for correspondence is **NOT** permitted, however Secondary Email Address(es) for courtesy copies may be provided.

#### OWNER INFORMATION (Mailing address, Email, Phone or Fax number(s)):

- **Updating Multiple Files:** To make changes for more than one application or registration **having the identical single owner/holder**, enter multiple serial/registration numbers (but not exceeding 300 serial/registration numbers per request form, separating each with a space, with no punctuation).
- **Multiple Owners/Holders:** Updates to the owner's/holder's information in an application or registration **having multiple owners/holders** must be made ONE serial/registration number at a time.
- **Registrants:** Use of this form to change the owner's/holder's address will NOT automatically generate an updated registration certificate (URC). To obtain an URC that reflects the new address, you must submit a written request for the URC pursuant to §7 of the Act, along with the required fee.

#### ATTORNEY & REPRESENTATIVE INFORMATION (Bar, Street address, Email, Phone or Fax number(s)):

**Updating Multiple Files:** To change the address of the attorney and/or domestic representative within more than one application or registration **having the identical owner/holder and attorney and/or domestic representative of record**, enter multiple serial/registration numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with no punctuation).

#### CHANGING THE NAME OF THE APPOINTED ATTORNEY AND/OR DOMESTIC REPRESENTATIVE:

**Updating Multiple Files:** To revoke/appoint the attorney and/or domestic representative or withdraw as domestic representative within more than one application or registration **having the identical owner/holder and attorney and/or domestic representative of record**, enter multiple serial/registration numbers (but not exceeding 300 serial numbers per request form, separating each with a space, with no punctuation).

#### CHANGING THE NAME OF THE OWNER/HOLDER:

Changing the address(es) of the owner/holder does NOT record or effect changes to the owner's/holder's name, nor record or effect transfers of ownership of an application or registration from one party to another. Visit the USPTO'S website for [information on Assignments](#) or [file a recordal with the Assignments Division](#).

\* Enter the [Serial/Registration Number\(s\)](#) (For bulk updates, enter all Application Serial Numbers or all Registration Numbers (statuses cannot be mixed)):

OR

To access **previously-saved data**, use the "Browse/Choose File" button below to access the file from your local drive, and then click the "Continue" button. You cannot change your previous answers to the initial questions; however, you can change data within an existing section(s) of a saved form. To introduce a completely new section, you must start a new form. Visit the USPTO's website for [instructions on retrieving your saved data](#).

Browse...

**Applications or Registrations Based on Section 66(a) of the Act:** Use this form to provide an email address for the holder of an extension of protection of an international registration to the United States. Changes to either the name or postal address of a trademark holder must be made directly with the International Bureau (IB) of the World Intellectual Property Organization, through [Form MM9](#). Madrid Protocol Article 9bis. Once the change is recorded in the International Register, the IB will notify the USPTO and the USPTO will update its records.

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**Tip:** Click any hyperlinked field for further information on that topic.



**General trademark information:** Email [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov) or call 1-800-786-9199.

**Technical issues:** Email [teas@uspto.gov](mailto:teas@uspto.gov), include your phone number in your email for a direct response.

### \* General Instructions:

**Step 1.** Scroll to the bottom of this page to select the type of updates to be made in each Application/Registration listed below by selecting the appropriate radio button and answering "Yes" or "No" to each question that appears.

**Step 2.** Use the **Continue** buttons 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.

**Step 3.** When data entry is complete, choose a signature option and submit the form using the **Submit** button at the end of the form. If successful, you will be navigated to a confirmation screen.

**Step 4.** An email acknowledging receipt of the submission (a filing receipt) will be sent to the Primary Email Address for Correspondence.

<b>Registration Number</b>	
<b>Mark</b>	
<b>Owner/Holder Information</b>	
<b>Attorney Information</b>	
<b>Current Domestic Representative 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>	

Use the radio buttons below to indicate the role of the person who is using this form in relation to the Serial/Registration Number(s) entered:

- Owner  
 Attorney  
 Domestic Representative

**Warning:** You have indicated that you are the trademark owner/holder, but the USPTO's database identifies a previously recognized attorney for the Registration Number(s) entered. For the owner/holder to use this form, indicate that you want to (A) REMOVE the attorney information because the power has ended or (B) REVOKE the authority of a currently appointed attorney because the power has NOT ended. If not removed or revoked, only the recognized attorney can make

updates to the information.

**1. Do you want to UPDATE the mailing address, email address, phone or fax number(s) for the trademark owner/holder?**

The email address of the owner/holder will be used as the primary email address for receipt of trademark correspondence from the USPTO if the owner/holder is not represented by a U.S.-licensed attorney. If represented, a separate owner/holder email address is still required so that the owner can be contacted should representation end.

Yes  No

**2. Does the trademark owner/holder want to REVOKE the authority of a currently appointed attorney?**

Answering "Yes" to this question will remove the attorney information from the record.

Yes  No

**3. Do you want to REMOVE attorney information from the record because the power of attorney has ended?**

Answering "Yes" to this question will **remove** the attorney information from the record. An attorney must be revoked if the power of attorney has not ended.

Yes  No

**4. Does the trademark owner/holder want to APPOINT a U.S.-licensed 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

**5. Do you want to UPDATE the street address, email address, phone or fax number(s) for an already appointed Domestic Representative?**

Yes  No

**6. Do you want to revoke a previously-appointed Domestic Representative?**

Answering "Yes" to this question will remove the Domestic Representative information from the record.

Yes  No

**7. Do you want to APPOINT a [Domestic Representative](#)?**

Yes  No

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

Owner Information	
<a href="#">Name</a>	<input type="text"/>
<a href="#">Internal Address</a>	<input type="text"/>
<p><b>* <a href="#">Mailing Address</a></b>                      (Entered address is publicly viewable in the USPTO's <a href="#">TSDR</a> database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)</p>	<input type="text"/> <p><b>NOTE:</b> 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.</p>
<b>* <a href="#">City</a></b>	<input type="text"/>
<p><b>* <a href="#">State</a></b>                      (Required for U.S. owners/holders)</p>	<input type="text"/> <p><b>NOTE:</b> 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.</p>
<b>* <a href="#">Country/Region/Jurisdiction/U.S. Territory</a></b>	<input type="text"/>
<p><b>* <a href="#">Zip/Postal Code</a></b>                      (Required for U.S. and certain international addresses)</p>	<input type="text"/>
<p><b><a href="#">Domicile Address</a></b>                      (Entered address is not publicly viewable in the USPTO's <a href="#">TSDR</a> database unless it is the same as the mailing address. If your mailing address is not your domicile, you must enter the number, street, city, state, country or U.S. territory, and if applicable, zip/postal code of your <a href="#">domicile</a> address. In most cases, a P.O. box, "care of" address, or similar variation is not acceptable as a domicile address.)</p>	<input type="checkbox"/> Uncheck this box if the Domicile Address and mailing address of the applicant owner/holder are NOT the same. <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Indicate place you reside and intend to be your principal home (for individual) or your principal place of business (for entity).</p>
<b><a href="#">Phone Number</a></b>	<input type="text"/>
<b><a href="#">Fax Number</a></b>	<input type="text"/>
<b>* <a href="#">Email Address</a></b>	<input type="text"/> <p>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.  <b>NOTE:</b> 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 <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.</p>

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By submission of this request, the undersigned **REMOVES** the attorney information from the record, as listed under the Mark Information section (Mark Information section can be accessed via the Mark Information link above), and hereby **APPOINTS** the following new attorney:

Attorney Information

By submission of this request, the undersigned appoints the following new attorney, is newly appearing as the attorney, or updates the information of an existing attorney of record:

New Attorney and/or Change of Attorney Information	
* <a href="#">Name</a>	<input type="text"/>
<a href="#">Firm Name</a>	<input type="text"/>
<a href="#">Individual Attorney Docket/Reference Number</a>	<input type="text"/>
* <a href="#">Bar Membership</a>	* <a href="#">Year of Admission</a> <input type="text"/>
	* <a href="#">U.S. State/Commonwealth/Territory</a> <input type="text"/>
	* <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 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>
* <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> (Required for U.S. addresses)	<input type="text"/> <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"/>
* <a href="#">Zip/Postal Code</a> (Required for U.S. and certain international addresses)	<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.  <small>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 <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> </small>

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**By submission of this request, the undersigned REVOKES the domestic representative currently of record (the domestic representative information will be removed from the record):**

<b>Domestic Representative Information</b>	
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### Correspondence Information

Watch the [TEAS Nuts and Bolts: Correspondence Information video](#) on the USPTO website for instructions on this page.

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).

**WARNING:** The information you entered in this form will be applied to all listed serial/registration numbers; thus, to use this form properly, the new address information must be the same for all of the listed applications/registrations.

<a href="#">Name</a>	
<a href="#">Email Address</a>	<p><b>Primary Email Address for Correspondence:</b> <b>Secondary Email Address(es) (Courtesy Copies)</b></p> <input type="text"/> <p>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).</p>

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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](#)

\*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

**Owner/Holder:** I hereby confirm that I am either: (1) the owner(s)/holder(s); or (2) a person or persons(s) with legal authority to bind the owner(s)/holder(s).

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

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

- I am an 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 owner's/holder'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 owner/holder in this matter:
  - the owner/holder 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 owner/holder has filed a power of attorney appointing me in this matter; or
  - the owner's/holder'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 owner;
- 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 responses and are prohibited from representing an owner/holder before the USPTO in trademark matters.

**NOTE:** If more than one owner/holder, **ALL** must sign the overall submission. To add a signature option, if appropriate, use the "Add Signatory" button, *below*.

**Attorney May Sign:** If the form is being used to appear on behalf of an applicant, registrant, or party to a proceeding who is not already represented by a U.S.-licensed attorney, appoint other associate attorneys, remove an associate attorney previously designated in the application record (i.e., those attorneys identified as "other appointed attorneys" in the record or specified in a previous appointment form), or change the address for the primary attorney of record, the form may be signed by the current attorney of record.

### 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/.

<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.		
<b>Signatory's Phone Number</b>	<input type="text"/>		

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# Trademark Electronic Application System

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PTO Form 2196 (Rev 09/2005)  
OMB No. 0651-0056 (Exp. 11/30/2020)



## Change Address or Representation Form

### TEAS - Version 7.1 - Validation Page

On **Tue Mar 17 11:52:38 ET 2020** you completed all mandatory fields.

■ **STEP 1:** Review the form data in various formats, by clicking on the phrases under Form 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.

#### Form Data

■ [Input](#)

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■ **STEP 2:** If any of the information is incorrect, click on the Go Back to Modify button (bottom of this page) to make changes; then re-validate the form by clicking on the Validate Form button (bottom of the form).

**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.

■ **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:** 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, 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 5:** Read and confirm the following:

#### Important Notice:

Please note that:

- (1) 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.
- (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 **Submit** button.

■ **STEP 6:** Click on the **Submit** button below to complete the filing process. Shortly after clicking that button, you should see a screen that says **SUCCESS!** Within 24 hours, the email acknowledgement will also be sent.

[Go Back to Modify](#)

[Save Form](#)

[Submit](#)

### 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 Changes Address or Representation form is estimated to take between 15 minutes to 60 minutes, depending upon the action being completed and submitted 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>.