

**Notice regarding Section 508 of the Workforce Investment Act of 1998:** Section 508 of the Workforce Investment Act of 1998 requires that all U.S. Federal Agencies make their web sites fully accessible to individuals with disabilities. See 29 U.S.C. §794d. While the Trademark Electronic Application System (TEAS) forms do comply with Section 508, the PDF preview of the TEAS forms currently do not meet all standards for web accessibility. If you cannot access a PDF preview of a TEAS form due to a disability or have any questions about this notice, please contact the Trademark Assistance Center (TAC) at 1-800-786-9199 (select option#1), Monday-Friday, 8:30 a.m. to 8 p.m., ET.



## Trademark Electronic Application System

PTO Form 2202 (Rev. 09/2004)

OMB No. 0651-0054  
Exp. XXXXXXXX

### Request for Express Abandonment (Withdrawal) of Application TEAS - Version 7.1

Please enter the **serial number** of the application for which you wish to request express abandonment. Then, click on the **Continue** button, below. **NOTE:** Only one application can be abandoned at a time, i.e., do not enter multiple serial numbers, but instead submit separate requests. **NOTE:** Once you file an express abandonment, it **cannot** be withdrawn except in an extraordinary situation upon petition to the Director under [37 C.F.R. § 2.146\(a\)\(3\)](#). Also, filing of an Express Abandonment (Withdrawal) does **NOT** result in any refund of the original application fee. The fee is an initial processing fee, which is not refunded later, regardless of any expressed intent to cease prosecution of the application.

**WARNING:** Only the applicant or its attorney may request express abandonment (withdrawal) of its own existing application.

**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.

\* Enter a Serial Number:

(required only if completing the form for the first time)

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.

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PATENT AND TRADEMARK OFFICE

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# Trademark Electronic Application System

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PTO Form 2302 (Rev. 09/2004)  
OMB No. 0651-0054 (Exp. 12/31/2020)

## Request for Express Abandonment (Withdrawal) of Application

TEAS - Version 7.1

**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**

To file this form, please complete the following steps:

1. Fill out all fields for which information is known. Fields with a \* symbol are mandatory for filing purposes and must be completed.
2. Validate the form, using the "Validate" button at the end of the form. If there are errors, go back to step 1.
3. Use the Submit button at the bottom of the Validation Screen. After submission, you will receive a confirmation screen if your transmission is successful. Or, use the "Save Form" Button to save your work for submission at a later time.
4. 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>Attorney Information</b>	
<b>Primary Email Address for Correspondence</b>	
<b>Secondary Email Address(es) (Courtesy Copies)</b>	

**Requirement for Electronic Communication:** If the information above does not include an email address for the owner/holder and/or attorney, if one is appointed, or includes an email address that is no longer correct or contains a typographical error, use the [Change Address or Representation Form](#) to update or correct the email address(es). It is required that the owner/holder and appointed attorney maintain a current email address with the USPTO.

*By submission of this request, the applicant hereby expressly abandons the application for trademark registration made under the serial number identified above. Except as provided in 37 C.F.R. § 2.135 (concerning the commencement of an opposition, concurrent use, or interference proceeding), the fact that an application has been expressly abandoned shall not, in any proceeding in the United States Patent and Trademark Office, affect any right that the applicant may have in the mark which is the subject of the abandoned application.*  
**NOTE:** Once you file an express abandonment, it **cannot** be withdrawn except in an extraordinary situation upon petition to the Director under 37 C.F.R. § 2.146(a)(5). Also, filing of an Express Abandonment (Withdrawal) does **NOT** result in any refund of the original application fee. The fee is an initial processing fee, which is not refunded later, regardless of any expressed intent to cease prosecution of the application.

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## Request for Express Abandonment (Withdrawal) of Application

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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](#)

**Signature Information**

**\*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 application, only your attorney can sign this response.**

**Owner/Holder 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 owner(s)/holder(s); or (2) a person or persons(s) with legal authority to bind the owner(s)/holder(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 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.

**Electronic Signature**

To electronically sign this document, enter any alpha/numeric characters (letters/numbers) or combination thereof 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/; jd4/; or /123-4567/.

<p><b>* Signature</b></p> <p><b>NOTE:</b> Only one signature is required, regardless of the number of applicants.</p>	<p><b>* Date Signed</b></p> <p><input style="width: 100%;" type="text"/> (MM/DD/YYYY)</p>
<p><b>* Signatory's Name</b></p> <p><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.</p>	
<p><b>* Signatory's Position</b></p> <p>Enter appropriate title or nature of relationship to the owner/holder.</p> <p>If the signer is</p> <ul style="list-style-type: none"> <li>- An <b>individual owner/holder</b>, enter "Owner" or "Holder" as appropriate.</li> <li>- <b>Joint individual owners/holders</b>, enter "Owners" or "Holders" as appropriate (all must sign the form).</li> <li>- 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).</li> <li>- 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 &amp; Davis, Virginia Bar member.</li> </ul>	
<p><b>Signatory's Phone Number</b></p> <p><input style="width: 100%;" type="text"/></p>	

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On \_\_\_\_\_ you completed all mandatory fields (but we have not yet determined whether the information is correct). Please continue below either to print Request for Express Abandonment, download and save it, or submit the validated Request for Express Abandonment to the USPTO for filing.

**STEP 1:** Review the application data in various formats, by clicking on the phrases under Application 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.

**Application Data**

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**STEP 2:** If any of the information is incorrect, click on the Go Back to Modify button below to make changes; then re-validate using the Validate Form button at the bottom of the Request for Express Abandonment. If there are no errors and you are ready to file electronically, first use your print function within your browser to print each of these pages for your own records. Then, click on the Submit button below to complete the submission to the USPTO.

**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 [Change Address or Representation](#) form to update the email address of the appointed attorney, if any, otherwise the owner/holder, prior to submitting this abandonment form. **Courtesy copies** are also permitted and these email address(es) are displayed below. These addresses may also be updated within the [Change Address or Representation](#) form.

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 check 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:** If you are ready to file electronically:

Click on the Submit button at the bottom of this page. A complete transaction will result in a screen that says **SUCCESS!** Within 24 hours, the email acknowledgment will also be sent.

**WARNING:** Click on the Submit button below **ONLY** if you are now entirely prepared to complete the Submit process. After clicking the button, you can **NOT** return to the form. 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 Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.

Go Back to Modify
Save Form
Submit

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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](https://www.govinfo.gov/content/pkg/FR-2020-02-18/pdf/2020-03068.pdf)