

Notice: Section 508 of the Workforce Investment Act of 1998 requires that all U.S. Federal Agencies make their websites 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 form previews currently do not meet all standards for web accessibility. If you cannot access a TEAS form preview 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.

PTO-1663

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U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

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## Declaration of Continued Use/Excusable Nonuse of Mark in Commerce Under Section 71

(15 U.S.C. § 1141)

TEAS - Version 7.6

You must file a Section 71 declaration, specimen, and fee on a date that falls on or between the fifth (5th) and sixth (6th) anniversaries of the registration (or, for an extra fee of \$100.00 per class, you may file within the six-month grace period following the sixth (6th) anniversary date). Also, you must file a Section 71 declaration, specimen, and fee on a date that falls on or between the ninth (9th) and tenth (10th) anniversaries of the registration, and each successive ten-year period thereafter (or, for an extra fee of \$100.00 per class, you may file within the six-month grace period). FAILURE TO FILE A SECTION 71 DECLARATION WILL RESULT IN CANCELLATION OF THE U.S. REGISTRATION AND INVALIDATION OF THE PROTECTION OF THE INTERNATIONAL REGISTRATION IN THE UNITED STATES.

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

**TIMEOUT WARNING:** You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.

\* [Enter a Registration Number:](#)

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

**WARNING: Be sure you are entering a registration number and NOT a serial number.**

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.

### CONTACT:

For **general trademark information or help navigating the forms**, email [TrademarkAssistanceCenter@uspto.gov](mailto:TrademarkAssistanceCenter@uspto.gov), or telephone 1-800-786-9199 (press 1).

If you need help resolving **technical glitches**, email [TEAS@uspto.gov](mailto:TEAS@uspto.gov). Please include in your email your phone number, serial or registration number, and a screenshot of any error message you may have received.

### Status Check:

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

**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 Pay/Submit button at the bottom of the Validation Screen. This will allow you to choose from 3 different [payment methods](#): credit card, automated deposit account, or electronic funds transfer. After accessing the proper screen for payment, and making the appropriate entries, 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.

<b>Registration Number</b>	
<b>Mark</b>	
<b>Owner/Holder Information</b>	<b>Email Address:</b>
<b>Attorney 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) (Courtesy Copies)</b>	
<b>Registration Date</b>	

Updates to the owner's/holder's and appointed attorney's address(es) 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.

The Attorney Information page will **automatically display** within this form for editing or removing the attorney information appearing above.  
**Power of Attorney:** The USPTO considers the power of attorney to end: (1) upon the date of registration; or (2) the final acceptance or denial of a required post-registration filing. Filing this form will automatically update the Attorney of Record and the Primary Email Address for Correspondence in the USPTO's [Trademark Status & Document Retrieval \(TSDR\)](#) database. It is not necessary to file a separate appointment form. **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.

1. Do you want to appoint a [Domestic Representative](#) or do you need to update the email address, street address, phone or fax number for an already appointed Domestic Representative?

Yes  No

### Owner Information

**Instructions:**

**Update the mailing 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.

\* [Owner](#)

Check this box only if the owner/holder listed above does not identify the current owner/holder of the registered extension of protection. The owner/holder 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.

DBA (doing business as)  AKA (also known as)

TA (trading as)  Formerly

Legal Entity Type: Joint Stock Company

Citizenship/State, Country, Region, or Jurisdiction Where Organized: Germany

Check this box only if no information is listed in the legal entity type or citizenship/state, country, region, or jurisdiction where organized field/s or if the information listed is not correct for the current owner of the trademark.

If no information appears above or if there has been a change in entity type or citizenship/state, country, region, or jurisdiction of the owner/holder, you must enter the correct information in this form. Instructions will be provided when you check the box.

[Internal Address](#)

\* [Mailing Address](#)

(Entered address is publicly viewable in the USPTO's [TSDR](#) database. This address must be capable of receiving mail and may be your street address, a P.O. box, or a "care of" address.)

**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.

<p>* <a href="#">City</a></p>	<input type="text"/> <p><b>NOTE:</b> You must limit your entry here to no more than 22 characters.</p>
<p>* <a href="#">State</a> (Required for U.S. owners/holders only)</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>
<p>* <a href="#">Country/Region/Jurisdiction/U.S. Territory</a></p>	<input type="text" value="Select Country/Region/Jurisdiction/U.S. Territory"/>
<p>* <a href="#">Zip/Postal Code</a> (Required for U.S. and certain international addresses)</p>	<input type="text"/>
<p><a href="#">Domicile Address</a> (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>	<p><input type="checkbox"/> Uncheck this box if the Domicile Address and mailing address of the applicant owner/holder are NOT the same.</p> <input type="text"/> <p>Indicate place you reside and intend to be your principal home (for individual) or your principal place of business (for entity).</p>
<p><a href="#">Phone Number</a></p>	<input type="text"/>
<p><a href="#">Fax Number</a></p>	<input type="text"/>
<p>* <a href="#">Email Address</a> Confirm that the email address is correct before continuing. The owner email address is not publicly viewable in the USPTO's <a href="#">TSDR</a> database.</p>	<input type="text"/> <p>The owner/holder is required to provide an email address and keep that address current with the USPTO. 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.</p> <p><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>

### Goods/Services/Collective Membership Organization Information

**WARNING: Registered Extension of Protection 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 registered extension of protection.** The lack of use on all goods/services, or to indicate membership in the collective membership organization for which you claim use in a post-registration filing with the USPTO could jeopardize the validity of the registered extension of protection and result in its cancellation.

#### Enter information for the Class

\* International Class:

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

- The mark is in use in commerce on or in connection with **all** goods/services, or to indicate membership in the collective membership organization listed in the existing registered extension of protection for this class; or, the owner/holder is claiming [excusable nonuse](#) for this entire class.
- This filing does **not** cover this specific class. This entire class is to be permanently **deleted** from the registration. The USPTO will invalidate protection of this class and notify the International Bureau accordingly.  
**WARNING:** This class will be permanently deleted from the registration and may NOT be reinserted.

**Deleted Goods/Services:** This filing does **NOT** cover the following goods/services for this specific class listed in the registration, and these goods/services are to be permanently **deleted** (removed) from the registered extension of protection.

**WARNING:** Any item listed below will be permanently deleted from the registered extension of protection and at that point may NOT be reinserted.

**LEAVE THIS SPACE BLANK IF THE MARK IS IN USE IN COMMERCE ON OR IN CONNECTION WITH ALL THE GOODS/SERVICES, OR TO INDICATE MEMBERSHIP IN THE COLLECTIVE MEMBERSHIP ORGANIZATION IN THE EXISTING REGISTERED EXTENSION OF PROTECTION FOR THIS SPECIFIC CLASS, OR IF THE OWNER/HOLDER IS CLAIMING EXCUSABLE NONUSE FOR ALL THE GOODS/ALL THE SERVICES/THE COLLECTIVE MEMBERSHIP ORGANIZATION FOR THIS SPECIFIC CLASS. LIST THE GOODS/SERVICES TO BE DELETED (REMOVED).**

**Remaining Goods/Services:** The mark is in use in commerce on or in connection with the following goods/services listed in the existing registered extension of protection for this specific class; or if the owner/holder is claiming [excusable nonuse](#), list those specific goods/services to which the claim applies, *following the specific instructions [here](#):*

**ENTER HOW THE COMPLETE "FINAL" LISTING SHOULD APPEAR THAT WILL IDENTIFY THE GOODS/SERVICES WITH WHICH THE MARK IS IN USE IN COMMERCE, OR FOR WHICH THE OWNER/HOLDER IS CLAIMING EXCUSABLE NONUSE (FOLLOW INSTRUCTIONS IDENTIFIED ABOVE) FOR THIS SPECIFIC REGISTERED EXTENSION OF PROTECTION (i.e., REMOVE THOSE GOODS/SERVICES IDENTIFIED IN THE PRECEDING BOX). WHILE YOU MAY MODIFY THE CURRENT LISTING EITHER TO CLARIFY OR LIMIT GOODS/SERVICES/THE NATURE OF THE COLLECTIVE MEMBERSHIP ORGANIZATION, OR TO REMOVE GOODS/SERVICES, YOU MAY NOT AT THIS POINT ADD TO, OR BROADEN, THE GOODS/SERVICES/NATURE OF THE COLLECTIVE MEMBERSHIP ORGANIZATION OR OTHERWISE AMEND THE GOODS/SERVICES/NATURE OF THE COLLECTIVE MEMBERSHIP ORGANIZATION BEYOND THE SCOPE OF THAT IN THE REGISTRATION.**

**Use Information**

**NOTE: If deleting an entire class, you can by-pass any fields listed therein as being "mandatory."**

\***Specimen File:** A specimen is required showing the mark in use in commerce for each class in the registration.

Watch the [TMIN instructional video on what is an appropriate trademark or service mark specimen for a good or service.](#)

**NOTE:** For attachment, the JPG/PDF image file(s) showing the specimen(s) must be on your local drive. The Specimen File should show the *overall context* of how the mark is used, e.g., on the packaging for the goods or in an advertisement for services, or on decals for use by members for collective membership marks, with the mark clearly displayed thereon or within. This image file should **NOT** show *only* the mark by itself.

**To attach your specimen showing use of your mark in commerce:**

\*Click on the 'Attach' button to select the file in JPG/PDF format (not exceeding 5 megabytes per attachment for JPG or 30 megabytes per attachment for PDF) or .WAV, .WMV, .WMA, .MP3, .MPG, or .AVI format (not exceeding 5 megabytes for sound files or 30 megabytes for motion files).

0file(s) attached

Check this box if you are mailing a [non-traditional specimen](#) using USPS because it meets the qualifications explained in the hyperlink. Sound and motion specimens are not non-traditional and **MUST** be submitted using this form. Failure to submit a required specimen through TEAS may result in processing delays and additional fees.

\*[Describe what the attached specimen consists of](#)

[Excusable Nonuse Explanation:](#)

**ADDITIONAL INFORMATION REQUIRED FOR WEBPAGE SPECIMENS:**

Enter webpage URL(s) and date(s) of access below if it does **NOT** appear on the attached specimen.

Enter webpage URL(s) and dates(s) of access below if it does **NOT** appear on the attached specimen.

If your [specimen](#) consists of a webpage, provide the webpage URL:

If your [specimen](#) consists of a webpage, indicate the date you accessed or printed the webpage:

 (MM/DD/YYYY)

**Attorney Information**

<b>* <u>Attorney Name</u></b>	<input type="text"/>
<b><u>Firm Name</u></b>	<input type="text"/>
<b><u>Docket/Reference Number</u></b>	<input type="text"/> NOTE: You must limit your entry here to no more than 12 characters.
<b>* <u>Bar Membership</u></b>	<b>* Year of Admission</b> <input type="text" value="Select Year"/>
	<b>* U.S. State/Commonwealth/Territory</b> <input type="text"/>
	<b>* Membership Number</b> <input type="text"/> You must enter "N/A" or a membership/registration 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.
	<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><u>Other Appointed Attorney(s)</u></b>	<input type="text"/>
<b><u>Recognized Canadian Attorney/Agent</u></b>	<input type="text"/>
<b><u>Internal Address</u></b>	<input type="text"/>
<b>* <u>Street Address</u></b>	<input type="text"/> 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.
<b>* <u>City</u></b>	<input type="text"/> NOTE: You must limit your entry here to no more than 22 characters.
<b>* <u>State</u></b> (Required for U.S. addresses)	<input type="text" value="State"/> 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.
<b>* <u>Country/Region/Jurisdiction</u></b> <b><u>/U.S. Territory</u></b>	<input type="text" value="United States"/>
<b>* <u>Zip/Postal Code</u></b> (Required for U.S. and certain international addresses)	<input type="text"/>
<b><u>Phone Number</u></b>	<input type="text"/>
<b><u>Fax Number</u></b>	<input type="text"/>

<p><b>* <a href="#">Email Address</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> <p>The appointed attorney's email address must be provided and kept current with the USPTO.</p> <p><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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**Check here if the domestic representative is the same as attorney**

**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).

<p><b><a href="#">Name</a></b></p>	<p><b>Primary Email Address for Correspondence:</b></p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-bottom: 5px;"></div>
<p><b><a href="#">Email Address</a></b></p>	<p><b>Secondary Email Address(es) (Courtesy Copies)</b> <div style="border: 1px solid black; width: 200px; height: 20px; display: inline-block;"></div></p> <p>Enter up to 4 addresses, separated by either a <b>semicolon</b> or a <b>comma</b>.        Only the Primary Email Address is used for official communication by the USPTO. The owner/holder or the owner's/holder's appointed attorney must keep this email address current. The owner/holder or the owner's/holder's appointed attorney may provide Secondary Email Addresses for receiving courtesy copies.</p>

**Domestic Representative Information**

The owner/holder **may** appoint a Domestic Representative if the owner's/holder's address is outside the United States. The following is hereby appointed owner's/holder's representative upon whom notice or process in the proceedings affecting the mark may be served.

<p><b>* <a href="#">Representative's Name</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>
<p><b><a href="#">Firm Name</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px; position: relative;"> <div style="position: absolute; top: -10px; right: -10px; border: 1px solid black; width: 15px; height: 15px; text-align: center; line-height: 15px;">▲</div> <div style="position: absolute; bottom: -10px; right: -10px; border: 1px solid black; width: 15px; height: 15px; text-align: center; line-height: 15px;">▼</div> </div>
<p><b><a href="#">Internal Address</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>
<p><b>* <a href="#">Street Address</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> <p><b>NOTE:</b> 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.</p>
<p><b>* <a href="#">City</a></b></p>	<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p><b>NOTE:</b> You must limit your entry here to no more than 22 characters.</p>
<p><b>* <a href="#">State</a></b></p>	<div style="border: 1px solid black; width: 150px; height: 20px; position: relative; margin-bottom: 5px;"> <div style="position: absolute; top: -10px; right: -10px; border: 1px solid black; width: 15px; height: 15px; text-align: center; line-height: 15px;">▼</div> </div> <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>
<p><b>* <a href="#">Zip Code</a></b></p>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>



[Phone Number](#)

[Fax Number](#)

\* [Email Address](#)  While the application/registration may list an email address for the domestic representative, only the email address of the owner/holder or owner's/holder's attorney will be used for correspondence with the USPTO. The owner/holder must keep this address current in the application record.

#### Miscellaneous Information

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

\*Click on the 'Attach' button to select the file in JPG/PDF format (not exceeding 5 megabytes per attachment for JPG or 30 megabytes per attachment for PDF) or .WAV, .WMV, .WMA, .MP3, .MPG, or .AVI format (not exceeding 5 megabytes for sound files or 30 megabytes for motion files).

0file(s) attached

[Miscellaneous Statement](#): Enter information for which no other section of the form is appropriate.

#### Fee Information

**Section 71 Filing Fee: \$225**

[Number of Classes](#)

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

**Section 71 Filing Fee**

**(Number of Classes x \$225 (per class))**

**Grace Period Fee: \$100**

**(if filing during the six month grace period, Section 71 Grace Period Fee is added)**

**Grace Period Fee**

**(Number of Classes x \$100 (per class))**

**\$**

**Total Fee Paid**

**(Note: The total fees paid is the sum of the Section 71 filing fee due and the grace period fee due, if applicable.)**

**Amount Section 71 Filing fee + Grace Period fee**

**\$**

**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.

### 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

Read the following statements before signing. Acknowledge the statements by checking the boxes and signing below.

- Unless the owner/holder has specifically claimed excusable nonuse, the mark is in use in commerce on or in connection with the goods/services identified above, as evidenced by the attached specimen(s).
- Unless the owner/holder has specifically claimed excusable nonuse, the specimen(s) shows the mark as currently used in commerce on or in connection with the goods/services.
- To the best of the signatory's knowledge, information, and belief, formed after an inquiry reasonable under the circumstances, the allegations and other factual contentions made above have evidentiary support.
- 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 this submission and the registration, declares that all statements made of his/her own knowledge are true and all statements made on information and belief are believed to be true.

\* [Signature](#)

Examples of acceptable "signatures" include: /john doe;/ /jd/; or /123-4567/.

**NOTE:** Must be personally signed by the individual listed in the Signatory's Name field. [37 C.F.R. §2.193\(a\)](#). The person signing may not enter someone else's signature.

Only one signature is required, regardless of the number of owners/holders.

\* [Date Signed](#)

(MM/DD/YYYY)

\* [Signatory's Name](#)

\* [Signatory's Position](#)

Enter appropriate title or nature of relationship to the owner/holder.

If the signer is

- An **individual owner/holder**, enter "Owner" or "Holder" as appropriate.

- **Joint individual owners/holders**, enter "Owners" or "Holders" as appropriate.

- A **business entity** 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 **attorney**, 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.

[Signatory's Phone Number](#)

**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.

■ **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 button at the bottom of the Declaration of Continued Use/Excusable Nonuse of Mark in Commerce Under Section 71. 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 Pay/Submit button below. This will bring up a screen for you to enter the appropriate payment information. After successful entry of the payment information, you will be able 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 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:**

- (1) Once you submit a Declaration of Continued Use/Excusable Nonuse of Mark in Commerce Under Section 71, either electronically or through the mail, we will not 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) Be 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:** 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 .obj 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.