



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 2201 (Rev 05/2006)
OMB No. 0651-0056 (Exp. 09/30/2017)

Request for Withdrawal as Attorney of Record/Update of USPTO's Database After Power of Attorney Ends

TEAS - Version 5.4 : 07/11/2015

Please enter the **serial/registration number(s)*** for which you, as the Attorney of Record, are seeking either to: 1) withdraw as the Attorney of Record pursuant to 37 C.F.R. §11.116; or 2) update the USPTO's database after a power of attorney has ended pursuant to 37 C.F.R. §2.17(g). For multiple requests, separate each number with a space only; do not use any punctuation.

WARNING: You must complete this form within 60 minutes or manually [extend the time limit](#) by clicking on the "O.K." button at the bottom of the pop-up window warning you that your session will expire in six minutes. If you exceed the 60-minute time limit, the form will not validate and you must begin the entire process again.

* You must complete any field preceded by the symbol "*"

***Please enter the [Serial/Registration Number\(s\)](#):**

WARNING: If entering multiple serial/registration numbers, the owner/holder of record must be identical for **ALL** listed numbers since the change of address information entered for the first number will apply to all. If the owner/holder is not the same, you **MUST** complete separate forms for each different owner/holder. Otherwise, upon withdrawal/update of the USPTO's database, the new correspondence address will be incorrect for any serial/registration number beyond the first one provided.

OR

Use the "Browse/Choose File" button below to access a **previously-saved data** file from your local drive. **NOTE: For specific instructions, please click [here](#). FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN THE DISPLAY OF YOUR DATA IN AN XML FORMAT THAT CANNOT BE EDITED.** Do NOT use the button below to upload an image file (for example, a specimen). Image files must be uploaded *within the proper section of the actual form*.

no file selected

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Navigation History: [Wizard](#) > [Mark Info](#) > [Correspondence Information](#) > [Signature](#)

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

Important: Once a withdrawal /update form is submitted electronically, the USPTO will immediately provide the sender with an electronic notice of acceptance. No additional notification that the withdrawal has been accepted will be sent. Once transmitted, the document cannot be withdrawn or deleted from the public record.

Please contact TEAS@uspto.gov within 24 hours of transmission (or by the next business day) if you do not receive this acknowledgment.

i

Contact Points:

For general trademark information, please e-mail TrademarkAssistanceCenter@uspto.gov or call 1-800-786-9199. If you need help resolving technical glitches, please e-mail TEAS@uspto.gov. Please include your U.S. serial/registration number and a telephone number so we can talk directly to you, if necessary.

For status information or to review the documents of record, please use <http://tsdr.uspto.gov>.

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

Instructions

To file this form, please complete the following steps:

1. Fill out all fields for which information is known. Fields with a * symbol are mandatory and must be completed.
2. Validate the form, using the "Validate" button at the end of the form. If there are errors, use the "Go Back to Modify" button to correct the information.
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 "Download Portable Data" button to save your work for submission at a later time.
4. You will receive an e-mail acknowledging receipt of your submission.

Serial Number	
Mark	
Law Office Assigned	
Attorney of Record	
Current Correspondence Information	Phone: Fax: Email:

WARNING: This form cannot be used if your name does NOT appear in the "Attorney of Record" field displayed above. Also, do NOT file this form if you are [requesting to withdraw as attorney](#) when other previously appointed member(s) of your firm will continue representation, to ensure that the firm's address remains of record. Instead, you must use the ["Replacement of Attorney of Record with Another Already-Appointed Attorney"](#) form.

* I request to withdraw as the Attorney of Record or update the USPTO's database after a power of attorney has ended for the serial/registration number(s) identified above, for the following reason(s):

* **FILE THIS FORM ONLY IF** you can attest to, by checking, the statements in **ALL** the first five (5) boxes **OR** the sixth (6) box below. The form will not validate if you select all six boxes.

(1) I have notified the owner/holder of my withdrawal from employment and the filing of this request for withdrawal with the USPTO.

(2) I have delivered to the owner/holder all documents and property in any file concerning the application, registration, or proceeding to which the owner/holder is entitled.

(3) I have notified the owner/holder of any response that may be due and the deadline for his/her response.

(4) I have notified the owner/holder, whose application currently has TEAS Plus or TEAS RF status, that any prior e-mail authorization will not continue and that, to retain TEAS Plus or TEAS RF status, the owner/holder must provide the USPTO an e-mail address and authorize the USPTO to communicate via e-mail, or I affirm that this notification is not necessary because the application does not currently have TEAS Plus or TEAS RF status.

(5) I have given the owner/holder notice of my withdrawal from employment at least two (2) months prior to the expiration of the response period, if applicable; OR, notice of my withdrawal from employment was not required because the owner/holder terminated representation when less than two (2) months remained in the response period.

OR

(6) I affirm the power of attorney has ended because the mark has registered, ownership has changed, the application has abandoned, or the mark has cancelled or expired; and I have not subsequently appeared on behalf of the owner/holder in a matter related to this application/registration now pending before the USPTO.



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Owner/Holder Correspondence Information

WARNING: Filing this form will automatically delete the current correspondence address of record, including any previous authorization to receive communication(s) from the USPTO by e-mail. Although a new correspondence address and e-mail address can be entered in the form below, separate authorization from the owner/holder or any newly-appointed attorney must be submitted using the [TEAS Change of Correspondence Address Form](#) in order to receive future communication(s) from the USPTO via e-mail. TEAS Plus or TEAS RF owners/holders MUST reauthorize communication(s) by e-mail or they will be required to pay an additional TEAS Plus or TEAS RF processing fee.

The USPTO will send all future correspondence to the address displayed below, until a new power of attorney or change of correspondence address is filed. If this information needs to be changed, please delete the entry(ies) and enter the proper address.

WARNING: Do NOT use this form to provide information concerning a new attorney. New attorney information must be provided through the [Revocation of Attorney and/or Appointment of Attorney/Domestic Representative form](#).

Name	
Internal Address	
*Street Address	NOTE: The character limit for this entry, and all remaining fields within this overall section (except City, directly below), is 40 characters (the storage limit for the USPTO's database). You may abbreviate words, e.g., St. instead of Street. Failure to comply with the character limit may result in an undeliverable address
*City	NOTE: This field has a character limit of 22 characters.
*State (Required for U.S. addresses only)	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.
*Country or U.S. Territory	Country or U.S. Territory
*Zip/Postal Code (Required for U.S. addresses only)	
Phone Number	
Fax Number	
E-mail Address	



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Signature Information

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

[Sign directly](#)

[E-mail 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

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, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

* Signature		* Date Signed	(MM/DD/YYYY)
* Signatory's Name			
* Signatory's Position	Attorney of record		
Signatory's Phone Number			

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[Help Desk](#) | [Bug Report](#) | [Feedback](#) | [TEAS Home](#) | [Trademark Home](#) | [USPTO](#)



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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 Withdrawal of Attorney/Update USPTO's Database After Power of Attorney Ended form, download and save it, or submit the validated withdrawal/update form 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

■ [Input](#)

■ [XML File](#)

■ [Text Form](#)

■ **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 withdrawal/update form. 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 this request electronically, enter the e-mail address for acknowledgment of this request, and also, if known, the owner's/holder's e-mail address for receipt of a copy. Please separate email addresses by either a semicolon or a comma.

NOTE: This e-mail address is only for the purpose of receiving the acknowledgment that the transmission reached the USPTO, and is not related to the e-mail that will be used for correspondence purposes (although it could be the same address). The official e-mail address that the USPTO will use for any communication is whatever appears in the record for that purpose. If necessary, use the Change of Correspondence address form to update an e-mail address, as it will NOT be changed based on the specific entry below.

* E-mail for acknowledgment and owner/holder copy	
To ensure we can deliver the e-mail confirmation and the owner/holder copy successfully, please re-enter the e-mail address(es) here:	
*E-mail for acknowledgment and owner/holder copy	

■ **STEP 4:** To download and save the form data, click on the [Download Portable Data](#) 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, e-mail address, and street address. By filing this document, you acknowledge 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 e-mail 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 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 **CANNOT** return to the form. If you are not prepared to complete the process now, you should select the "Download Portable Data" 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.

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