Application for Recordal of Insignia

or

Renewal/Reactivation of Recordal Under the Fastener Quality Act

15 U.S.C. Section 5401 *et seq.*
15 C.F.R. Section 280.300 *et seq.*

USPTO Form 1611 (Rev. 04/2015)
U.S. Patent and Trademark Office
U.S. DEPARTMENT OF COMMERCE
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Instructions

To request recordal:

1. Complete sections 1 through 4 of USPTO Form 1611.
2. Sign and date the form.
3. Attach a copy of your trademark registration certificate or application drawing page, as appropriate.
4. Attach a check or money order in U.S. currency or a completed credit card authorization form, or include USPTO Deposit Account number for required fees.
5. Submit the form either by mail, by fax, or by e-mail.

To request renewal:

1. Complete sections 1, 2, 3 and 5 of USPTO Form 1611.
2. Sign and date the form.
3. Attach a copy of the certificate of recordal.
4. Attach a check or money order in U.S. currency or a completed credit card authorization form, or include a USPTO Deposit Account number for required fees.
5. Submit the form either by mail, fax, or by e-mail.

To request reactivation:

1. Complete sections 1, 2, 3 and 6 of USPTO Form 1611.
2. Sign and date the form.
3. Attach a copy of the certificate of recordal.
4. Attach a check or money order in U.S. currency or a completed credit card authorization form, or include a USPTO Deposit Account number for required fees.
5. Submit the form either by mail, fax, or by e-mail.

To submit the form via mail, please send form, required attachments and method of payment to the address below.

Director, USPTO
ATTN: FQA
600 Dulany Street
MDE 10-A71
Alexandria, VA 22314-5793

To submit the form via fax, please transmit form, required attachments and method of payment to 571.273.8950.

To submit the form via email, please attach completed form, scanned versions of required attachments, and method of payment to an email, indicate "ATTN: FQA" in the subject field, and transmit to tmfqa@uspto.gov.

The credit card authorization form and instructions are available at www.uspto.gov/web/forms/2038.pdf.

The fee for recordal, renewal and reactivation is currently $20 per application. Fees are subject to change.If renewal is requested within six months following the expiration of the certificate of recordal, a $20 surcharge is required. For more information see www.uspto.gov/web/offices/ac/qs/ope/fees.htm for current USPTO fee schedule.

1 Applicant's Name

If the applicant is an individual, please indicate the applicant's legal name. If the applicant is a corporation, the applicant's name is the name under which the applicant is legally incorporated. If the applicant is a partnership, the applicant's name is the name under which the applicant is legally organized.

For individuals, please enter the last name, first name, and middle name or initial.

2 Applicant's Contact Information

Enter the applicant's entire business address, including ZIP or other postal codes. The applicant may designate a correspondence address in the event correspondence should be sent elsewhere.

Note: The recordal applicant or the holder of a Certificate of Recordal must notify the USPTO in writing of any change of address within six (6) months after the change.

Business Address

Street Address | Suite

City | State | Zip Code

Telephone | Email

Correspondence Address (if different)

Correspondence Name

Street Address | Suite

City | State | Zip Code

Telephone | Email

3 Applicant's Legal Entity & Citizenship

- ○ **an individual**, please enter the country of citizenship.
- ○ **an partnership**, please enter the state where legally organized, or country, if appropriate, AND the names and country of citizenship of all general partners.
- ○ **a corporation**, please enter the state, or country, if appropriate, of incorporation.
- ○ **other**, please enter the specific nature of the entity and the state or country, if appropriate, of citizenship.

State, Country or Other entity information:

4 Request for Recordal

☐ The applicant requests the USPTO to assign a unique alphanumeric designation for recordal on the Fastner Insignia Register.

☐ The applicant requests recordal of the mark on the Fastner Insignia Register using the U.S. Registration Number **or** U.S. Serial Number entered below. The applicant is the owner of the referenced trademark registration or application, which is not cancelled, abandoned, or expired. **A copy of the registration certificate or the drawing in the trademark application is attached.**

U.S. Application Serial Number		OR	U.S. Registration Number	

5 Request for Renewal

A Certificate of Recordal remains "active" for a period of five years from the date of issuance. The USPTO must receive a complete renewal application no later than six months after the expiration of that five-year term or any five-year renewal term (the 10th year, 15th year, etc.), for your Certificate of Recordal to maintain an active status.

The applicant requests renewal of the applicant's Certificate of Recordal based on either:

Trademark Application Serial Number	
Trademark Registration Number	
Alphanumeric Designation	

A copy of the Certificate of Recordal is attached.

This collection of information is required under 15 U.S.C. § 5401 *et seq.* and 15 CFR 280.300 *et seq*. The public submits the information in connection with requests to record, renew or reactivate insignia under the Fastner Quality Act of 1999; the USPTO uses the information to process these requests.

The time required to complete the form, including gathering information, preparing the form, and submitting the completed requests to the USPTO is estimated to be 15 minutes. Time will vary depending on the particular circumstances. Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450.

Do not send fees or completed forms to this address. Send them to: Director, USPTO, ATTN:FQA, 600 Dulany Street, MDE-10A71, Alexandria, VA 22314-5793.

6 Request for Reactivation

When a previously recorded alphanumeric designation is assigned to another entity the recordal becomes "inactive" as of the date of the assignment. The new owner of the alphanumeric designation must "reactivate" the designation by filling a new application and requesting reactivation. The assignment documents must also be submitted with the application. Note: Only one recorded alphanumeric designation may be reactivated per application. Where a Certificate of Recordal is based on a trademark application or registration and the underlying application or registration has been assigned, the recordal shall be designated "inactive" and CANNOT be reactivated. See 15 C.F.R. Section 280.323(b). The new trademark owner must apply for a new recordal.

The applicant request reactivation of the recorded Alphanumeric Designation listed below. **A copy of the assignment documents are attached.**

Alphanumeric Designation

7 Verification

The applicant identified below is a manufacturer as defined in 15 U.S.C. Section 5401. The applicant will comply with the applicable provisions of the Fastener Quality Act (15 U.S.C. Sections 5401 *et seq*.). the undersigned has knowledge of the facts relevant to the application and possesses the authority to act on the behalf of the applicant. The undersigned declares, under penalty of perjury under the laws of the United States of America, that the information and statements included in this application are true and correct.

The prescribed fee must accompany this application. You have three options to submit this form.

1. You may sign this form electronically by typing the applicant's name in between forward slashes (example: /John Smith/) and click the submit button to e-mail your information to tmfqa@uspto.gov, if you are paying the prescribed fee with a line for deposit account with the USPTO. Please e-mail us any attachments.
2. You may print, manually sign, and fax this form to 571.273.8950 or print, manually sign, scan, and e-mail all documents to tmfqa@uspto.gov, if you are paying the prescribed fee from a deposit account with the USPTO. You may also fax or e-mail a completed credit card authorization form located at www.uspto.gov/web/forms/2038.pdf.
3. You must print, manually sign, and mail this form if you are paying by check. Please mail the check with this form. Keep a copy for your records.

Applicant's Signature

Print or Type Name & Position or Title of Signer

Date

USPTO Deposit Account No.

Authorized User Signature

Submit by Email

Print Form