

**Fax Cover Sheet
to Request Acceptance of a Paper Submission**

TO:

FROM:

USPTO, Trademark Petitions Office	Name
Fax Number: 571-273-8950	Phone Number
Phone Number: 571-272-8950	Email Address

RE:

Request to Accept a Paper Submission via Fax	Trademark Serial/Registration No. _____
Pages _____	Trademark _____
Applicant/Registrant Name _____	Phone Number _____

USPTO staff has instructed me to fax my documents to the Petitions Office. The attached includes the following:

- _____ An **explanation of the problem I encountered when attempting to file via TEAS**, with a signed declaration under 37 C.F.R. §2.20 (provided below)
- _____ **Proof that TEAS was unavailable** (e.g., a printout of the TEAS error message with date and time)
- _____ The **paper submission**
- _____ The **signed certificate of facsimile transmission** shown below
- _____ A completed [credit card payment form](#) or [USPTO deposit account information](#) for any required fee(s). Note: TEAS electronic fees may be submitted for the filing.

I hereby certify that this correspondence is being facsimile transmitted to the United States Patent and Trademark Office on the date shown below.

The undersigned, being hereby warned that willful false statements and the like so made are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001, and that such willful false statement may jeopardize the validity of this document, declares that s/he is properly authorized to execute this document on behalf of the owner, and all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

(Printed Name and Position)

(Signature)

(Date)

Retain a copy of all documents faxed to the USPTO including this cover sheet.