

APPLICATION FOR RECORDAL OF INSIGNIA

or

Renewal/Reactivation of Recordal

UNDER THE FASTENER QUALITY ACT

15 U.S.C. § 5401 *et seq.*

15 C.F.R. §280.300 *et seq.*



**Commissioner for Trademarks
Box: FASTENER, 2900 Crystal Drive
Arlington, Virginia 22202-3514**

**APPLICATION FOR RECORDAL OF INSIGNIA UNDER THE FASTENER QUALITY ACT
or Renewal/Reactivation of Recordal 15 U.S.C. § 5401 et seq. (15 C.F.R. §280.300 et seq.)**

1 Applicant Name

2 Applicant Business Address
Facsimile No.: _____ Telephone No.: _____

Correspondence Address:
(If different from Business Address)

3 **APPLICANT'S LEGAL ENTITY AND CITIZENSHIP** (Check one and supply requested information)

Individual - Citizen of (Country)

Partnership - State where legally organized (Country, if appropriate) AND Names and Citizenship (Country) of General Partners

Corporation - State (Country, if appropriate) of Incorporation

Other (Specific Nature of Entity and Country)

4 **REQUEST FOR RECORDAL** (Check one)

Applicant requests assignment of a unique alphanumeric designation for recordal on the Fastener Insignia Register.

Applicant requests recordal of the mark in U.S. Registration No. _____ or U.S. Application Serial No. _____ on the Fastener Insignia Register. The applicant is the owner of the referenced trademark registration or application which is neither cancelled, abandoned, or expired. *A copy of the registration certificate or the drawing in the application is attached.*

5 **REQUEST FOR RENEWAL**

Applicant requests renewal of its Certificate of Recordal based on either:

Trademark Application Serial Number: _____ or

Trademark Registration Number: _____ or

Alphanumeric Designation: _____

A copy of the Certificate of Recordal is attached.

6 **REQUEST FOR REACTIVATION**

Applicant requests reactivation of the recorded Alphanumeric Designation _____ . *A copy of the assignment documents are attached.*

The above identified applicant is a manufacturer as defined in 15 U.S.C. §5402. The applicant will comply with the applicable provisions of the Fastener Quality Act (15 U.S.C. §5401 et seq.). The undersigned has knowledge of the facts relevant to the application and possesses the authority to act on behalf of the applicant. The undersigned declares, under penalty of perjury under the laws of the United States of America, that the information and statement included in this application are true and correct.

Signature

Date

Print or type name and position or title of signer

The prescribed fee must accompany this application. The application should be sent to:
COMMISSIONER FOR TRADEMARKS
Box: FASTENER, 2900 CRYSTAL DRIVE
ARLINGTON, VIRGINIA 22202-3514

This collection of information is required by 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 or renew insignia under the Fastener Quality Act of 1999, and 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 request to the USPTO is estimated to be ten minutes. Time will vary depending on the particular circumstances. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden should be sent to the Chief Information Officer, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Commissioner for Trademarks, Box: FASTENER, 2900 Crystal Drive, Arlington, VA 22202-3514.

INSTRUCTIONS

Only one insignia may be recorded/renewed/reactivated per application.

*The fee is currently \$20.00 per application. Fees are subject to change. Call/write for updated fee information.

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*
5. Mail to the address below

TO REQUEST RENEWAL:

FOR EACH CERTIFICATE OF RECORDAL

1. Complete sections 1 through 3 and 5 of USPTO Form 1611
2. Sign and date the form
3. Attach a copy of your Certificate of Recordal
4. Attach a check or money order in U.S. currency*
5. Mail to the address below

TO REQUEST REACTIVATION:

FOR EACH RECORDED ALPHANUMERIC DESIGNATION

1. Complete sections 1 through 3 and 6 of USPTO Form 1611
2. Attach a copy of assignment documents
3. Sign and date the form
4. Attach a check or money order in U.S. currency*
5. Mail to the address below

FOR MORE INSTRUCTIONS: Refer to the additional information about each section below

FOR MORE INFORMATION: Call (703) 308-8900

MAIL FORMS AND FEE TO: Commissioner for Trademarks
(and all other communications)
Box: FASTENER
2900 Crystal Drive
Arlington, Virginia 22202-3514

INFORMATIONAL: PLEASE READ

1

APPLICANT'S NAME: For an individual applicant, please indicate your given legal name. If applicant is a corporation, the applicant's name is the name under which it is incorporated. If applicant is a partnership, the applicant's name is the name under which it is legally organized.

2

APPLICANT'S BUSINESS ADDRESS: The applicant's entire business address should be entered, including ZIP or other postal codes. 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.

3

LEGAL ENTITY AND CITIZENSHIP: Specify applicant's legal entity and citizenship. If applicant is a partnership, supply the names and national citizenship (or state of incorporation, as appropriate) of the general partners. If applicant is a corporation, specify the state of incorporation (or country, if foreign).

4

REQUEST FOR RECORDAL: Select one of the following two bases for recordal: (1) a unique alphanumeric to be assigned, or (2) a trademark application or registration. If applying for recordal of a trademark application or registration, supply the appropriate registration or serial number.

5

REQUEST FOR RENEWAL: A Certificate of Recordal remains "active" for a period of five (5) years running from the date of issuance. To maintain active status, a complete renewal application must be received in the USPTO within six (6) months prior to the expiration of that five year period.

6

REQUEST FOR REACTIVATION: When a recorded alphanumeric has been assigned to another entity, the recordal becomes "inactive" as of the effective date of the assignment. The new owner of the alphanumeric designation must "reactivate" the designation by filing an application. The assignment documents must also be submitted with a reactivation application. Note: Only recorded alphanumeric designations can be reactivated. Where a Certificate of Recordal is based on a trademark application or registration and the underlying application or registration has been assigned, the recordal can NOT be reactivated. The new trademark application or registration owner must apply for a new recordal.