

## **Instructions: Statement of Correction of Trademark Information Correcting the Address for Service of Process by Appointing a Registered Agent**

Use these instructions when completing a Statement of Correction of Trademark Information Correcting the Address for Service of Process by Appointing a Registered Agent pursuant to [§ 7-90-305](#) and [§ 7-90-701](#), et seq. of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when submitting the document for filing. Mistakes may have legal consequences: review the information provided carefully. The Colorado Secretary of State's office cannot provide legal advice. Questions should be addressed to the user's legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Information included in the document must be in English, typewritten or machine printed, and must state the name and address of at least one individual causing the document to be delivered for filing. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our Web site, [www.sos.state.co.us](http://www.sos.state.co.us).

### **Instructions**

*Note: If the pre-filled information is incorrect, the appropriate form must be submitted for filing to change or correct the information. Pre-filled fields are noted below.*

**Trademark ID Number:** The ID Number field will be pre-filled with the 11 digit number assigned to the record by the Colorado Secretary of State.

**True Name:** The True Name field will be pre-filled with the true name of the trademark registrant exactly as such name is recorded by the Colorado Secretary of State's Office.

**Trademark:** The Trademark field will be pre-filled with the trademark exactly as it is recorded by the Colorado Secretary of State's Office. If the trademark is a standard character trademark, the field will be pre-filled with the characters constituting the trademark. If the trademark is a special form trademark, the field will be pre-filled with the description of the trademark.

**Document Number:** The number of the document being corrected will be pre-filled with the document number selected on the Available Documents screen.

**Service of Process Correction Statement:** The statement that the address for service of process and the choice not to appoint a registered agent was incorrect and is being corrected by appointing a registered agent is required pursuant to [§ 7-90-305](#), C.R.S.

### **Information for the Appointed Registered Agent:**

**Registered Agent Name:** Enter the name of the registered agent whom the registrant has appointed. A registered agent must be one of the following: an individual, age 18 years or older whose primary residence or usual place of business is in Colorado, a domestic entity having a usual place of business in Colorado, or a foreign entity authorized to transact business or conduct activities in Colorado that has a usual place of business in Colorado. When providing the registered agent's name list only the individual name or the entity name of the registered agent. Do not enter both an individual and an entity name. For legal authority, refer to [§ 7-90-701](#), C.R.S.

**Registered Agent Street Address:** Enter the street name and number, including the suite, unit or apartment number, if applicable, of the registered agent's street address. The city and ZIP code must also be entered. The state field will be pre-filled with "CO". If the registered agent is an entity, enter the street address of the registered agent's usual place of business in Colorado. If the registered agent is an individual, enter the street address of either the registered agent's primary residence in Colorado

or registered agent's usual place of business in Colorado. The street address must be a physical address and **cannot** be a post office box.

**Registered Agent Mailing Address:** If the registered agent's mailing address is different from the registered agent's street address, or mail can not be delivered to the street address, enter an address in Colorado where mail may be delivered. The state field will be pre-filled with "CO". A city and ZIP code must also be entered.

**Statement Regarding Registered Agent Consent:** The statement regarding registered agent consent is required by [§ 7-90-701 \(3\)](#), C.R.S. The registered agent must consent to being appointed as the registered agent for the trademark registrant.

**Additional Information:** Select the "No" button if no additional information will be attached. Select the "Yes" button if additional information is permitted or required by law to be included in the document. After selecting "Submit" at the bottom of the online form, the Manage Attachments page will appear and allow for the attachment of the additional information as a plain text, PDF, or JPEG document.

**Notice:** This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

**Individual Causing Delivery:** Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes. Enter the last name and first name of at least one individual causing the document to be delivered for filing. A middle name and suffix are optional. The mailing address, including the city, state and ZIP code, must be entered. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John

123 N. Main St., Apt 101

Denver, Colorado 80122

**Additional Individuals Causing Delivery:** Select the "YES" button to include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. Middle name and suffix are optional. Also provide the mailing address, including the city, state and ZIP code. Any address outside of the United States must include the country and, if applicable, the province.

**Disclaimer:** These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form. Questions should be addressed to the user's attorney.