

Instructions: Statement of Correction of Trademark Information Correcting the Address for Service of Process

Use these instructions when completing a Statement of Correction of Trademark Information Correcting the Address for Service of Process 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.

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.

Correction of Service of Process Address: The statement that the address for service of process is incorrect is required pursuant to § 7-90-305, C.R.S.

Service of Process Mailing Address: Enter the correct mailing address for service of process, including the city, state and zip code. Any address outside of the United States must include the country and, if applicable, the province.

Historical Purposes: Select the "Yes" button if the document is being delivered for filing for historical purposes and should not correct information currently of record.

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. Provide 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 provided. 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.