

## **Instructions: Statement of Transfer of Trademark Registration Transferring a Trademark to a Reporting Entity**

Use these instructions when completing a Statement of Transfer of Trademark Registration Transferring a Trademark to a Reporting Entity pursuant to [§ 7-70-106](#) 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).

### **Definitions**

**Transferee:** The person who becomes the trademark registrant after the effective filing date of the trademark transfer document, once filed.

### **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.*

**Registrant's Entity ID Number:** The ID Number field will be pre-filled with the 11 digit number assigned to the current trademark registrant's record by the Colorado Secretary of State.

**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 current 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.

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

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

**Form of Entity:** The Form of the Entity field will be pre-filled with the form of the transferee exactly as such form is recorded by the Colorado Secretary of State's Office.

**Jurisdiction:** The Jurisdiction field will be pre-filled with the jurisdiction of the transferee exactly as such jurisdiction is recorded by the Colorado Secretary of State's Office.

**Transferee's Principal Address:**

**Street Address:** Provide the street name and number, including the suite, unit or apartment number, if applicable. The city, state, and ZIP code must also be provided. Any address outside of the United States must include the country and, if applicable, the province. The street address must be a physical address and **cannot** be a post office box.

Example: 123 N. Main Street, Apt 101  
Denver, Colorado 80202

**Mailing Address:** Include a mailing address only if the mailing address is different than the street address, or mail cannot be delivered to the street address. The address should include the city, state and ZIP code where mail is to be delivered. Any address outside of the United States must include the country and, if applicable, the province.

Example: P.O. Box 854  
Lakewood, Colorado 80228

**Rights to the Trademark:** Select the radio button to indicate whether the registrant has transferred the rights to the trademark to the transferee OR whether the transferee obtained the rights to the trademark by operation of law. Only one radio button can be selected.

**Transfer of the Rights to the Trademark:** If the current trademark registrant is transferring all rights and interests in the trademark to the Transferee, then select “Such registrant has transferred to such transferee the rights to the trademark” radio button.

**Succeeding to the Rights to the Trademark:** If the Transferee has succeeded to all rights and interests in the trademark through operation of law, then select “Such transferee has by operation of law succeeded to the rights to the trademark” radio button. Examples of a transferee succeeding to the rights and interests in the trademark by operation of law are a merger of business entities or inheritance. Further questions should be directed to the filer’s legal or business counsel.

**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.

**Delayed Effective Date (optional):** The effective date of this document may be delayed up to 90 days after filing with the Colorado Secretary of State. The document becomes effective at twelve midnight Mountain Time on the date specified. However, a time of day other than twelve midnight may be selected. Mountain Time controls the filing date and time. For legal authority, refer to [§ 2-4-109](#) and [§ 7-90-304](#), C.R.S.

**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.