

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR
CERTIFICATE OF NAME CHANGE OF AN APPLICANT OR REGISTRANT**

A certificate of name change is filed when the name of the owner of the mark has changed and there is no change in the entity type (i.e. corporation, limited liability company, sole proprietor, etc.).

(See Form TM3, next page)

Item 1	<u>Applicant (owner name and address):</u> The applicant is the legal name of the entity that owns the mark. If the applicant is a partnership, each individual must be listed as the owner and each individual must sign the application before a notary public.
Item 2	<u>Contact person name and address:</u> Name and address of person we may contact with any questions we may have. Please furnish an email address, if available.
Item 3	<u>Prior name of applicant (prior owner name and address):</u> The prior applicant is the previous name of the entity, as listed on the current certificate of registration, that owns the mark.
Item 4	<u>Applicant is a:</u> Indicate the entity type and state or jurisdiction of formation as it is listed on the current certificate of registration.
Item 5	<u>Name change effective date and kind of mark:</u> Indicate the name change effective date. Indicate the registration type of the mark as a trademark or service mark as it is listed on the current certificate of registration.
Item 6	<u>Name change fee and identify each trademark or service mark for which the name change is applicable (or attach an exhibit):</u> Indicate the currently registered mark(s) affected by the name change on this line. Type or write the words if the mark(s) is comprised of words only. If the mark(s) also includes a design, symbol or image, attach an exhibit of the mark to the application. An exhibit is a separate sheet of paper depicting the appearance of the mark only without extraneous markings. A non-refundable name change fee of \$30.00 made payable to the Treasurer of Virginia is required for each mark affected by the name change.
Item 7	<u>Describe the product(s) or service(s) the mark represents (identifies):</u> Describe the product(s) (trademark) or service(s) provided (service mark) which the mark(s) identifies as listed on the current certificate of registration.
Item 8	<u>Signature of applicant & notary public</u> – The application must be signed before a notary public.

*Additional assistance can be obtained by calling (804) 371-9051 or at www.scc.virginia.gov/srf.
Mailing address: Division of Securities & Retail Franchising, PO Box 1197, Richmond, VA 23218*

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
DIVISION OF SECURITIES AND RETAIL FRANCHISING

CERTIFICATE OF NAME CHANGE OF AN APPLICANT OR REGISTRANT
(Please type or print)

Applicant/Registrant name and address: _____

Contact person name and address: _____

_____ Daytime phone: _____ Fax number: _____

Prior name of applicant/registrant and address: _____

Applicant is a: _____ Applicant's state or jurisdiction of formation: _____
(entity type i.e. corporation, partnership, etc)

Kind of mark (check one): Trademark ___ Service Mark ___ Date name change effective: _____

Identify each trademark or service mark for which the name change is applicable (or attach an exhibit of the exact mark(s)):

Describe the product(s) or service(s) the mark represents (identifies): _____

PLEASE NOTE: A non-refundable name change fee of \$30.00 made payable to Treasurer of Virginia per registered mark affected by the name change must accompany this certificate.

(NOTE: The certificate must be signed in the name of the applicant, either by the applicant or by a person authorized by the applicant. The certificate must be sworn to by the person who signed the name of the applicant.)

Signature: _____ Date: _____

Signer's Name: _____ Title: _____
(print or type)

State of : _____, County/City of: _____, to-wit:

The foregoing certificate was subscribed and sworn to before me by: _____

on the _____ day of _____, _____.

My Commission Expires: _____ Notary Public: _____