

## INSTRUCTIONS (FORM TM04)

**NOTE: This form (Form TM04) is only for changing the name and/or address of the registrant of a registered trademark or service mark. This form may not be used to assign or transfer ownership of a registered mark. Use the assignment form (Form TM03) to change the owner of a registered mark from one person/entity to a different person/entity.**

Line 1: Enter the trademark or service mark registration number.

Line 2: Enter the name of the mark as it appears on the records of the Secretary of State's office.

Line 3: Enter the date of registration of the trademark or service mark.

Line 4. Enter the registrant's name and business address as it currently appears on the records of the Secretary of State's office.

Line 5. Check and complete all that apply.

- a. Registrant Name Change – Enter the new name of the registrant, and the effective date of the name change. Submit supporting documentation showing the change of name of the registrant.
- b. Registrant Address Change – Enter the new business address of registrant, new mailing address, and/or new secondary email address of the registrant.

Line 6. If registrant is an entity, enter the state or country of incorporation/formation/organization.

Line 7. Sign, date, print the signer's name, and enter the title of the signer if applicable. Enter the signer's email address. Application must be signed by the registrant only. For a registrant that is an individual, the application must be signed by that individual. For corporations, application must be signed by an authorized officer of the corporation. For general or limited partnerships, application must be signed by a general partner. For LLCs, application must be signed by a manager or member. For LLPs, application must be signed by a partner. An attorney may sign for the registrant by including the statement "Attorney for \_\_\_\_\_."

Mail the completed application to the address at the top of the application. If the name of the registrant is being changed (Line 5a), supporting documentation showing the change of name of the registrant must be submitted with the application.

There is no fee to file an application to change a registrant's name and/or address (Form TM04).



Secretary of State

**OFFICE OF SECRETARY OF STATE  
CORPORATIONS DIVISION**  
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Atlanta, Georgia 30334  
(404) 656-2817  
<http://sos.ga.gov/>

**TRADEMARK OR SERVICE MARK  
REGISTRANT NAME AND/OR ADDRESS CHANGE**

FILING FEE: \$0

THE UNDERSIGNED HEREBY SUBMITS THIS APPLICATION TO CHANGE THE NAME AND/OR ADDRESS OF THE REGISTRANT OF THE FOLLOWING GEORGIA TRADEMARK AND/OR SERVICE MARK REGISTRATION:

1. REGISTRATION NUMBER: \_\_\_\_\_
2. NAME OF MARK: \_\_\_\_\_
3. DATE OF REGISTRATION: \_\_\_\_\_
4. NAME OF REGISTRANT (BEFORE THE CHANGE): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

5. CHECK AND COMPLETE ALL THAT APPLY:

**A. REGISTRANT NAME CHANGE**

NEW NAME OF REGISTRANT: \_\_\_\_\_

DATE NAME CHANGE EFFECTIVE: \_\_\_\_\_

**B. REGISTRANT ADDRESS CHANGE**

NEW BUSINESS ADDRESS, IF APPLICABLE: \_\_\_\_\_  
\_\_\_\_\_

NEW MAILING ADDRESS, IF APPLICABLE: \_\_\_\_\_  
\_\_\_\_\_

NEW SECONDARY EMAIL ADDRESS, IF APPLICABLE: \_\_\_\_\_

6. IF REGISTRANT IS AN ENTITY, LIST STATE OR COUNTRY OF INCORPORATION/FORMATION/ORGANIZATION: \_\_\_\_\_

7. I CERTIFY, UNDER THE PENALTY OF PERJURY, THAT I AM AUTHORIZED TO SIGN THIS APPLICATION, AND THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

SIGNATURE OF REGISTRANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE (IF SIGNING FOR AN ENTITY): \_\_\_\_\_

EMAIL: \_\_\_\_\_

Mail or deliver to the Secretary of State, at the above address, the following:

- (1) This completed application; and
- (2) Supporting documentation showing the change of name of the registrant, if applicable.