



Instructions for Filing

Change of Address for a Trademark or Service Mark Registration

[Chapter 6-2](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

This legal document should be typed. All illegible documents will be REJECTED.

How to complete the form:

1. List the registration number. The number can be found by looking up your registration in the Trademark/Service Mark Database. Please include this number on your check and refer to it in any future correspondence or filings with the Business Services Division.
2. List the business address as **PRESENTLY** shown in the registration record on file with our office. The applicant's business address can be verified through our Trademark/Service Mark Database.
3. List the **NEW** business address.
11. The applicant **MUST** sign and date the form.

How to pay the filing fee:

There is no filing fee to record a statement of change of business address. The Business Services Division is located at 148 W. River Street, Ste. 1, Providence, RI 02904, via check payable to RI Department of State. Contact our office at (401) 222-3040 for further information.

How to confirm your filing:

Registrations are retrievable and viewable through our website. Successful filings will receive a certificate. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Trademark/Service Mark Database](#)
- Enter the name or ID number of your mark and click "Search"
- Click on the link to your original number, scroll down, click on the image
- Filing rejections can be viewed online via the [Rejected Filings Viewer](#) on our website.



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→ No Filing Fee

STAMP

FOR
 SECRETARY OF STATE
 USE ONLY

Pursuant to the provisions of [RIGL 6-2](#) the undersigned applicant submits the following statement for the purpose of changing its business address:



1. Registration Number:		2. Name of the Applicant:	
3. The address PRESENTLY shown in the records on file with the RI Department of State:			
Street Address			
City/Town	State	RHODE ISLAND	Zip
5. The NEW business address for the applicant is:			
Street Address			
City/Town	State	RHODE ISLAND	Zip
<i>Under penalty of perjury, I declare and affirm that I have examined this Change of Address Form, and that all statements contained herein are true and correct.</i>			
Name of the Applicant			Date
Signature of the Applicant			

MAIL TO:

Division of Business Services
 148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov





Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Date:
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: