

## CHANGE OF ADDRESS FOR REGISTERED PATENT ATTORNEYS AND AGENTS

Please use this form to update your correspondence/business and home addresses. The correspondence/business address provided will be the only address posted in the Roster of Agents and Attorneys, unless you indicate otherwise. This address update form must be signed by the attorney or agent and include the registration number.

<b>NAME</b> (last, first, middle name or initial)  Mr.  Ms.	<b>REGISTRATION NUMBER (Required)</b>		
<b>CORRESPONDENCE / BUSINESS NAME</b> (employer, corporation, law firm, or U.S. Government agency, etc.)			
<b>CORRESPONDENCE / BUSINESS ADDRESS</b> (street, building, suite, etc.)	_____ _____		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>CORRESPONDENCE / BUSINESS TELEPHONE</b>
<b>HOME ADDRESS</b>	_____ _____		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>HOME TELEPHONE</b>

This address change is only for the roster of Attorneys and Agents and will not change the address of any applications in the patent process.

**Note: US Government employees must list their agency address as their correspondence address.**

If you have any questions regarding your address of record in the Office of Enrollment and Discipline, please call (703) 306-4097

**Mail completed form to: Mail Stop OED, U. S. Patent and Trademark Office, PO Box 1450, Alexandria, VA 22313-1450**

\_\_\_\_\_  
Signature of Registered Attorney or Agent (Required)

\_\_\_\_\_  
Date

## PRIVACY ACT ADVISORY STATEMENT

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with the request for information solicited on attached forms PTO-158, PTO-275 and PTO-297. Accordingly, pursuant to the requirements of the Act, please be advised that (i) the authority for the collection of this data is 35 U.S.C. §§ 1, 6, and 31, (ii) furnishing of the information solicited is voluntary, and (iii) the principal purpose for which the data will be used is to maintain current information relating to your eligibility and fitness for registration to practice before the United States Patent and Trademark Office in patent cases. If you do not furnish the requested information, you will not be admitted to the registration examination or registered to practice before the United States Patent and Trademark Office.

The information provided by you in this form will be subject to the following routine uses:

1. Information may be published by the United States Patent and Trademark Office in the *Official Gazette* to solicit information tending to affect your eligibility on moral, ethical, or other grounds for registration pursuant to 37 CFR § 10.7.
2. Disclosure may be made to any Government agency, professional organization, or individual if necessary to obtain information relevant to an investigation concerning the suitability of an applicant for registration to practice before the United States Patent and Trademark Office.
3. Disclosure may be made to a Federal, state, local, foreign, tribal, or other public authority, of the fact that this system of records contains information relevant to the retention of an employee, retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency, or to another Federal agency for criminal, administrative, personnel, or regulatory action.
4. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her capacity; or (c) any employee of the agency in his or her official capacity where the agency has agreed to represent the employee; or (d) the United States government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
5. Disclosure may be made to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
6. Information may be disclosed to the Office of Management and Budget (OMB) in connection with a review of private relief legislation (as set forth in OMB Circular No. A-19) at any stage of the legislative coordination and clearance process described in the Circular.
7. The information may be disclosed to the agency contractors, grantees, experts, consultants, or volunteers who have been engaged by the agency to assist in the performance of a service related to this system of records and who have need to have access to the records in order to perform the activity. Recipients of information shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. § 552a(m).
8. The information may be disclosed to the Office of Personnel Management (OPM) for personnel research purposes as a data source for management information, for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related man-power studies.
9. Records from this system of records may be disclosed to the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. §§ 2904 and 2906.
10. When a record on its face, or in conjunction with other records, indicate a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order, issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, state, local or tribal, or other public authority responsible for enforcing, investigating, or prosecuting violations, or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prospective responsibility of the receiving entity.