

A faint, light gray technical drawing of a mechanical assembly is visible in the background. It features various parts with callout numbers such as 90, 86, 84, 82, 56, 62, 58, 28, 38, 42, 54, 46, 64, 34, and 66. The drawing is a cross-section or exploded view of a complex machine component.

Assignment Center Training Guide

Trademarks

January 2024



UNITED STATES
PATENT AND TRADEMARK OFFICE ®

Create a USPTO.gov account

Account Creation

If you already have a USPTO.gov account, skip to slide 15. You must have a USPTO.gov account to use Assignment Center.

1. Go to <https://assignmentcenter.uspto.gov> to access the Assignment Center landing page.
2. Click "Create an account" in the top right corner of the page.

USPTO modernizes patent, trademark assignment request process using IPAS

The U.S. Patent and Trademark Office (USPTO) is streamlining the process for following new assignments, obtaining information on pending assignments, questions on assignments, liens on patents, filing assignments, recordation forms, and trademark assignments. Users will now submit requests virtually using the Intellectual Property Assignment Systems (IPAS).

- EPAS guidelines
- Technical requirements
- File application
- Change address
- Change conveying/receiving parties/properties
- Upload additional documents to application
- FAQs
- ETAS guidelines
- Technical requirements
- File application
- Change address
- Change conveying/receiving parties/properties
- Upload additional documents to application
- How to request refund
- FAQs

Sign in to your USPTO.gov account

Don't have a USPTO.gov account? [Create an account](#) now.

Create an admission form for patent or trademark

You must have a USPTO.gov account to create patent or trademark assignments.

Already have a USPTO.gov account?

If you currently have a USPTO.gov account, **sign in** to the Certified Copy Center and during sign in, you can link your USPTO.gov account to your online document ordering system account.

Need to create a USPTO.gov account?

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Announcements

IPAS Patent Trademark

IPAS Feature #1 Sed utriusque purus nec dignissim fringilla pero cuadid
Duis consectetur eu leo et hendrerit. Ut faucibus odio

FAQs

Find general information and answers about IPAS.

[What software/hardware is required in order to file an assignment?](#)

Contact us

For general questions please contact:

- Customer service phone line
- Hours: 8:30 am - 5 pm ET, Monday - Friday (except federal holidays)
- Toll free: 1-800-972-5382 | Local number: 571-273-3150

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Create USPTO.gov account

3. On the "Create a USPTO.gov account" page, provide all required information as indicated with an asterisk (*).

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Account MyUSPTO help

Create a USPTO.gov account

Already have your USPTO.gov account? [Sign in](#)

* indicates required

Email address *

Title
Select

First name *

Middle name

Last name *

Suffix

Phone *
Work Numbers only

reCaptcha verification *

I'm not a robot

I understand and agree with USPTO's Terms of Use and Privacy Policy.

Next



4. When complete, click "Next."

* indicates required

Email address *

Title

First name *


Middle name

Last name *

Suffix

Phone *

reCaptcha verification *

I'm not a robot  reCAPTCHA
Privacy · Terms

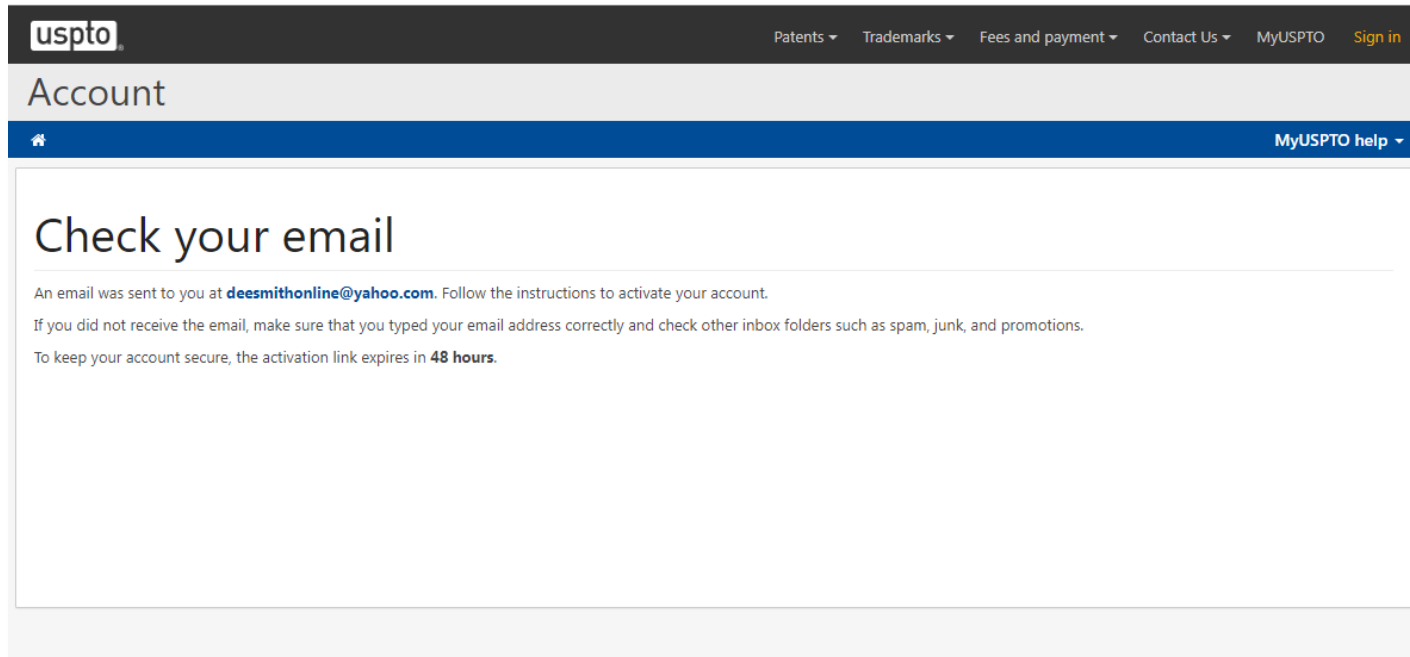
I understand and agree with USPTO's [Terms of Use](#) and [Privacy Policy](#).

Next



Validate the email address provided and activate account

5. Activate your account by following the instructions sent to the email address you provided. The link in that email will expire in 48 hours.




The screenshot shows the USPTO MyUSPTO account activation page. The top navigation bar includes the USPTO logo and links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign in. The page title is "Account". The main heading is "Check your email". The text below the heading reads: "An email was sent to you at deesmithonline@yahoo.com. Follow the instructions to activate your account. If you did not receive the email, make sure that you typed your email address correctly and check other inbox folders such as spam, junk, and promotions. To keep your account secure, the activation link expires in **48 hours**."




6. You'll receive an email similar to the one below. Click "Activate your account" or copy and paste the link into your browser.

MyUSPTO: Activate your uspto.gov account

 **uspto.gov accounts** <no-reply@etc.uspto.gov>
to me ▾

United States Patent and Trademark Office

 **uspto** UNITED STATES
PATENT AND TRADEMARK OFFICE

You created a [uspto.gov](#) account using [username@gmail.com](#).

[Activate account](#)

If the button does not work then copy and paste the URL into your web browser.

<https://account.uspto.gov/new-account/585f426a142fb90a7936b06064211c25edf2bf729fb849825e03141bf766baf3>

The link will expire in 48 hours to keep your account secure.

If you didn't create this [uspto.gov](#) account, there is no need to do anything.

[Terms of Use](#) | [Privacy Policy](#) | [Account FAQs](#)

Activate account by creating password

1. Create your password. Both password fields must be identical.
2. Next, click "Activate your account."

Activate your account

Create password

* indicates required

Enter your new password *

Retype your new password *

Password requirements

- Minimum of 12 characters
- One uppercase and one lowercase letter
- One number and one special character from these options: "!@#\$%^&*()_+={}|[]\';<>?.,/



Activate account

9. You must use two-step authentication to access Assignment Center. For more information on two-step authentication, see our [MyUSPTO and USPTO.gov account FAQs page](#).

MyUSPTO and USPTO.gov account FAQs

Search FAQs Go

[Show all FAQs](#)

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Using MyUSPTO	11
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Customer support	1

MyUSPTO - Managing my account - Multifactor authentication

- › What is multifactor authentication?
- › How do I setup multifactor authentication?
- › What happens if I select "Keep me signed in" checkbox when I log in?
- › If I selected the "keep me signed in" checkbox, why am I still being asked for another authentication step?
- › Is it optional to use the multifactor authentication process to sign in to my account?
- › How do I require multifactor authentication for my account?
- › How do I receive an authentication code during the multifactor authentication process?
- › What should I do if I never receive the authentication code through email?
- › When multifactor authentication is enabled, why am I able to login without it?
- › Why is my multifactor authentication code not working?



Contact information

10. Complete all required fields and click "Save." Then you'll be redirected to the "USPTO sign in" page.

Required

- Phone
- Country
- Street Address
- City
- State
- Zip

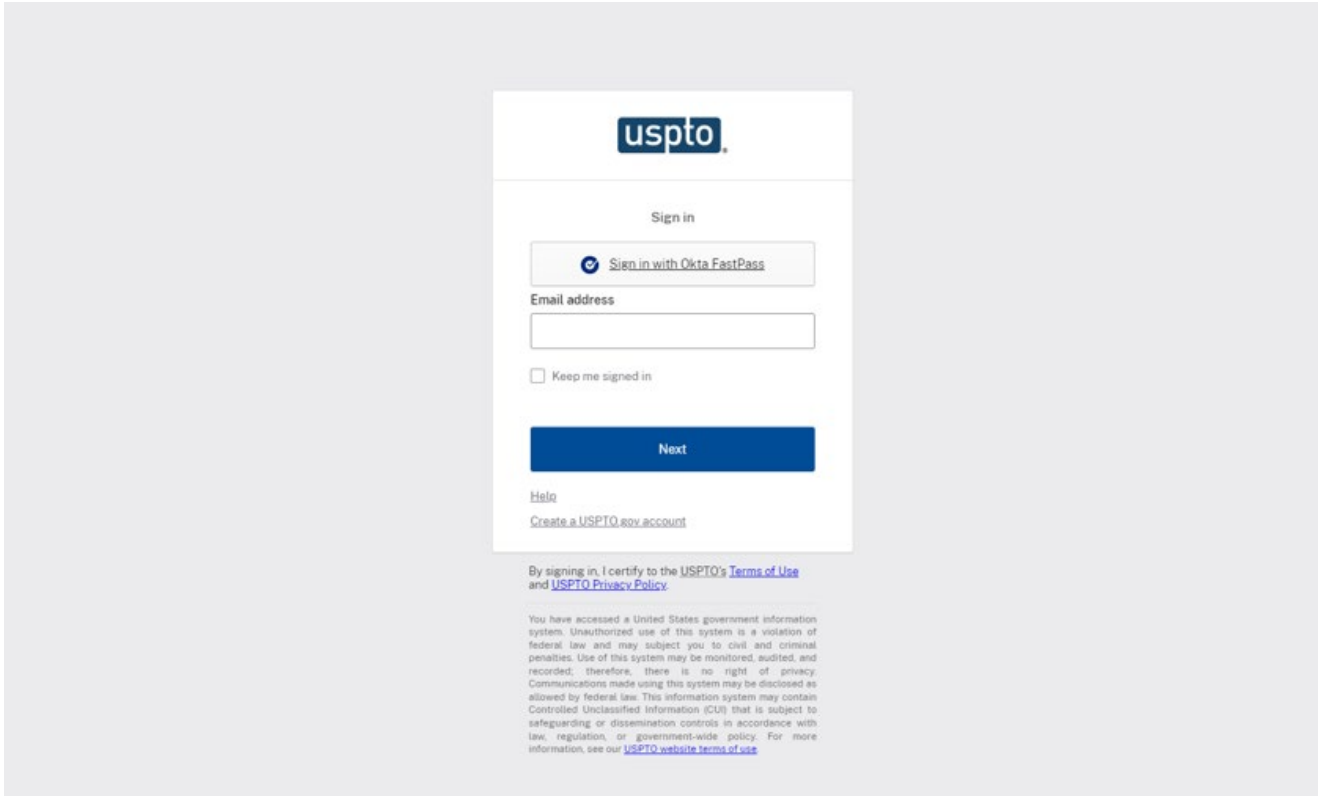
The screenshot shows a 'Contact information' form with the following fields and their highlighted status:

- Alternate email address:
- Phone(s) *: A group of three fields (Work dropdown, main number input, Ext input) is highlighted with a red box. Below it is a red note: "Phone numbers used for account validation."
- Add another phone number:
- Fax:
- Country *: A dropdown menu with 'UNITED STATES' selected is highlighted with a red box.
- Street address *: A two-line text input area is highlighted with a red box.
- City *: A text input field is highlighted with a red box.
- State *: A dropdown menu with 'Select' selected is highlighted with a red box.
- Zip *: A text input field is highlighted with a red box.
- Below the Zip field is the text: "#### or #####-####"
- Save: A blue button with white text is highlighted with a red box.



'USPTO Sign-in' page

11. Sign in to your USPTO account using your email address and password.



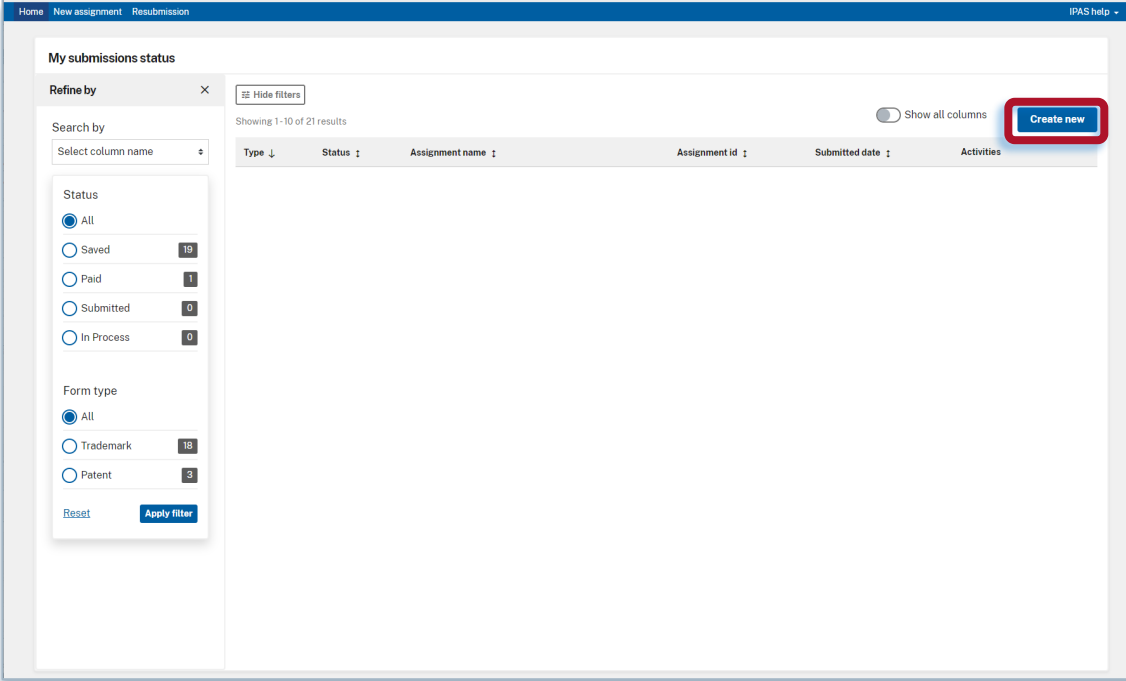
The screenshot shows the USPTO sign-in page. At the top is the 'uspto.' logo. Below it is the text 'Sign in'. There is a button labeled 'Sign in with Okta FastPass' with a blue circular icon containing a white 'F'. Below this is a text input field labeled 'Email address'. Underneath the input field is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Next' is positioned below the checkbox. At the bottom of the sign-in section, there are two links: 'Help' and 'Create a USPTO.gov account'. Below the sign-in section, there is a disclaimer: 'By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#). You have accessed a United States government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or government-wide policy. For more information, see our [USPTO website terms of use](#).'



Successful first time log-in, the Assignment Center 'dashboard' page appears

After you successfully log in, you'll see the Assignment Center dashboard shown below.

12. Click the "Create new" button to open the "Assignment applications options" page.




The screenshot displays the 'My submissions status' dashboard. On the left, there are filter sections for 'Status' and 'Form type'. The 'Status' section includes radio buttons for 'All' (selected), 'Saved' (19), 'Paid' (1), 'Submitted' (0), and 'In Process' (0). The 'Form type' section includes radio buttons for 'All' (selected), 'Trademark' (18), and 'Patent' (3). Below these filters are 'Reset' and 'Apply filter' buttons. The main area shows a table with columns: Type, Status, Assignment name, Assignment id, Submitted date, and Activities. A 'Create new' button is highlighted with a red box in the top right corner. The top navigation bar includes 'Home', 'New assignment', 'Resubmission', and 'IPAS help'.



10. Assignment application options' page, this page provides ability start a new 'Trademark assignment'.

Assignment application options


Select the button for the type of assignment you wish to submit.
Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.
[View privacy policy](#)



Patent assignment form

Create and submit a Patent Assignment Recordation Coversheet.

[Start new patent assignment](#)



Trademark assignment form

Create and submit a Trademark Assignment Recordation Coversheet.

All Trademark assignments require payment.
Payments are processed by [Fees.uspto.gov](https://fees.uspto.gov).

[Start new trademark assignment](#)


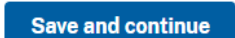
[Learn more](#)

U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

Access Trademark Assignment Center

Trademark assignment application quick tips

The assignment form begins with the **Assignment application options** page.

- Required input boxes are indicated with a red asterisk (*).
- Click the  button at bottom of each page to save all information.
- When required fields are not completed, an error message will appear at the top of the screen and the incomplete fields will be highlighted in red.
- The system auto-navigates to the next section of the form when you completed all fields and click .

Go to AssignmentCenter.uspto.gov to access the Assignment Center landing page.

Click "Sign in to your USPTO.gov account."

 **Sign in to your USPTO.gov account**

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Enter your email address and password and click "Next."

uspto

Sign in

Email address

This field cannot be left blank

Keep me signed in

Next

[Help](#)

[Create a USPTO.gov account](#)

By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).

You have accessed a United States government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or government-wide policy. For more information, see our [USPTO website terms of use](#).

A successful log in opens the “My submission status” page. Click “Create new” to see your assignment application options on the next page.

Create new

The screenshot displays the 'My submissions status' interface. At the top, there is a 'Create new' button. Below it, the page title 'My submissions status' is followed by a 'Refine by' section with a search bar and a 'Hide filters' button. A 'Showing 1-10 of 21 results' indicator is present, along with a 'Show all columns' toggle and another 'Create new' button. The main content is a table with columns for Type, Status, Assignment name, Assignment id, Submitted date, and Activities. The table lists 10 entries, including Patents and Trademarks in various stages like 'In progress', 'Draft', and 'Paid'. Each row includes 'View', 'Copy', and 'Actions' links. A pagination bar at the bottom shows '10 per page' and 'Page 1 of 3'.


Type	Status	Assignment name	Assignment id	Submitted date	Activities
Patent	In progress	ANew_Patent2	16199		View Copy Actions
Patent	Draft	New Patent Assignment	16174		View Copy Actions
Patent	In progress	TestAssignment-10-27-23	16164		View Copy Actions
Trademark	Paid	Test92223	15527		View Copy Edit
Trademark	Submitted	Best New Assignment	15352	09/29/2023	View Copy
Trademark	Draft	My September New Assignment	14927		View Copy Actions
Trademark	In progress	TestFour	14838		View Copy Actions
Trademark	Draft	AnotherTest	14826		View Copy Actions
Trademark	In progress	New	7295		View Copy Actions
Trademark	Draft	new assign	2447		View Copy Actions

Start your application


On the “Assignment application options” page, click “Start new trademark assignment” to start your assignment application.

Assignment application options

Select the button for the type of assignment you wish to submit.
Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.
[View privacy policy](#)

 **Patent assignment form**
Create and submit a Patent Assignment Recordation Coversheet.

[Start new patent assignment](#)

 **Trademark assignment form**
Create and submit a Trademark Assignment Recordation Coversheet.

All Trademark assignments require payment.
Payments are processed by [Fees.uspto.gov](https://fees.uspto.gov).

[Start new trademark assignment](#)

[Learn more](#)

U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

Assignment options

Provide "multiple assignment" information. You must select "Yes" or "No".

Are there any properties in your filing today that are the subject of multiple assignments with the same execution date that you will be filing today or that you have already filed? *

Yes No

If "No", this filing will not be included with other assignment filings.

If "Yes", follow the instructions.

Select the conveyance type

Conveyance types that require additional information

The table below indicates the additional information required for some conveyance types.

Conveyance type	Additional required information
Nunc Pro Tunc Merger Merger and Change of Name	Effective date
Corrective Assignment	Previous reel number, previous frame number, and identify conveyance text of the original assignment.
Other	<p>Brief description of the nature of conveyance transaction.</p> <p>Do not select "Other" if the nature of conveyance is Assignment</p> <ul style="list-style-type: none">• Merger• Change of name• Nunc Pro Tunc• Assignment of the entire interest and goodwill <p>Entering a conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.</p>



Conveyance types that require additional information

- a. The 'Conveyance types' appearing in the table below, require specific, additional information.
- b. Noted with an "*" the necessary information must be provided for these conveyance types.

Conveyance type	Additional required information
'Nunc Pro Tunc' 'Merger' 'Merger and Change of Name'	Effective Date
Corrective Assignment	Previous Reel #, Previous Frame # and identify conveyance text of the original assignment.
Other	<p>Brief description of the nature of conveyance transaction.</p> <p>If the nature of conveyance is an "Assignment", "Merger", "Change of Name", "Nunc Pro Tunc" or "Assignment of the entire interest and goodwill", do not select "Other".</p> <p>Please select the appropriate conveyance type from drop-down menu.</p> <p>Entering a Conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.</p>

Conveyance type

Choose the conveyance type from the drop-down menu.

The screenshot displays the 'Trademark assignment form' interface. At the top, a progress bar shows five steps: 'Assignment options', 'Assignment data', 'Review', 'Calculate fees', and 'Sign and submit'. The 'Assignment data' step is currently active. Below the progress bar, the form title 'Trademark assignment form' is followed by the assignment details: 'Assignment id: 16622' and 'Assignment name: JustaTest'. A 'Learn more' link is positioned to the right. A notification banner at the top of the main content area states: 'A new assignment with assignment id 16622 has been created.' The left sidebar contains a menu with the following items: 'Assignment options' (checked), 'Assignment data', and 'Conveyance type' (selected). The main content area is titled 'Conveyance type' and includes a note '* indicates required'. The primary field is 'Select nature of conveyance *', which is a drop-down menu with a downward arrow. A 'View all definitions' link is located to the right of this field. At the bottom of the form, there are two buttons: 'Reset' and 'Save and continue'.



Enter correspondence information

Correspondence information

Please provide what is necessary for correspondence information.

Required

- Correspondent First Name
- Correspondent Last Name
- Mailing address – Country
- Mailing address - Address Line 1
- Mailing address – City
- Mailing address – State
(Only if US is the chosen country)
- Mailing Address – Postal Code
(Only if US is the chosen country)
- Email Address – Primary Email Address

The screenshot shows a web form titled "Correspondence information" with a sidebar on the left containing navigation options: Assignment options, Assignment data, Conveyance type, Correspondence information (highlighted), Conveying parties, Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main form area includes:

- Stored contact information:** A dropdown menu with "Select one" selected.
- Correspondent name:** Fields for Prefix (dropdown), First name * (text input, highlighted), Middle name (text input), and Last name * (text input, highlighted). A suffix field is also present.
- Docket number:** A text input field.
- Mailing address:** Fields for Attention (text input), Country * (dropdown, highlighted), Address line 1 * (text input, highlighted), Address line 2 (text input), City * (text input, highlighted), State * (dropdown), and ZIP Code * (text input with "#####" placeholder).
- Phone number (s):** Fields for Primary phone type * (dropdown with "Work" selected), Phone number * (text input), and Extension (text input). A link to "Add another phone number" is below.
- Fax number:** A text input field with a note: "A fax number is recommended in the event there is a problem with the e-mail address provided above." Below it is a note: "10-digits, US or Canadian number, digits only, this."
- Email address(s):** A field for Primary email address * (text input, highlighted) and a link to "Add another email address".

At the bottom of the form are "Reset" and "Save and continue" buttons. A small asterisk note "* indicates required" is located near the top right of the form area.



State & Postal Code Requirement

***State** and **Postal code** are only required if, 'United States' (US) is the chosen country).*

Assignment options

- Assignment data
- Conveyance type
- Correspondence information**
- Conveying parties
- Receiving parties
- Properties
- Upload documents
- Review
- Calculate fees
- Sign and submit

Correspondence information

Stored contact information
Select one

Correspondent name * indicates required

Prefix
Select a title

First name * Middle name Last name *

Suffix

Docket number

Mailing address

Attention

Country *
UNITED STATES

Address line 1 *

Address line 2

City * State * ZIP Code *

Primary phone type * Phone number * Extension

Work

+ Add another phone number



Optional Correspondence information

Providing information for the following optional.

Optional

- Correspondent Prefix
- Correspondent Middle Name
- Correspondent Suffix
- Docket Number
- Mailing Address – Attention
- Mailing Address – Address line 2
- Phone Number – Primary Phone Type
- Phone Number – Phone Number
- Phone Number – Extension
- FAX Number
- Email Address

The screenshot shows a web form titled "Correspondence information" with a sidebar on the left containing navigation options: "Assignment options", "Assignment data", "Conveyance type", "Correspondence Information" (highlighted with a blue box), "Conveying parties", "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit".

The main form area includes the following sections:

- Stored contact information:** A dropdown menu labeled "Select one".
- Correspondent name:** A section with a "Prefix" dropdown, and three input fields for "First name *", "Middle name", and "Last name *". Below these are input fields for "Suffix" and "Docket number".
- Mailing address:** A section with an "Attention" input field, a "Country *" dropdown, and three input fields for "Address line 1 *", "Address line 2", and "City *". The "City" field is followed by "State (or province)" and "Postal code" input fields.
- Phone number (s):** A section with a "Primary phone type *" dropdown, and two input fields for "Phone number *" and "Extension". Below this is a link "+ Add another phone number".
- Fax number:** A section with a note: "A fax number is recommended in the event there is a problem with the e-mail address provided above." followed by an input field and the text "10-digits, US or Canadian number, digits only."
- Email address(s):** A section with a "Primary email address *" input field and a link "+ Add another email address".

At the bottom right of the form is a "Save and continue" button, and at the bottom left is a "Reset" link. A small asterisk note "* indicates required" is located near the top right of the form area.

Select the conveying party

Edit conveying party

Select "Individual" or "Entity (company)" as the conveying party type.

The screenshot displays the 'Trademark Assignment form' interface. At the top, there is a navigation bar with 'Home' and 'New assignment'. The form title is 'Trademark Assignment form' with a progress indicator showing 'Assignment data' as the current step, followed by 'Review', 'Calculate fees', and 'Sign and submit'. Below the title, the 'Assignment id: 15352' and 'Assignment name: Best New Assignment' are listed. A notification banner states: 'Correspondence information has been added to assignment number 15352.' The main content area is titled 'Edit conveying party' and includes a note '* indicates required'. Under the heading 'Select conveying party type *', there are two radio button options: 'Individual' and 'Entity (company)'. On the left side, a sidebar menu lists various form sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'.



When conveying party type is an individual

Complete all required fields. Then, click “Add conveying party” to proceed to the “Conveying parties summary” page.

Required

- **Must make choice for individual**
- **Individual name**
- **Date of execution**

The screenshot shows a web form titled "Add new conveying party" with a sidebar on the left and a main content area on the right. The sidebar contains a list of steps: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (active, with a blue arrow), "Receiving parties" (checked), "Properties" (checked), "Upload documents", "Review", and "Sign and submit". The main content area has a sub-header "Add new conveying party" and a note "* indicates required". Below this is a section "Select conveying party type *" with two radio buttons: "Individual" (selected) and "Entity (company)". Underneath is a "Stored contact information" section with a "Select one" dropdown menu. The "Individual Name" section has five input fields: "Prefix", "First name *" (with a red border), "Middle name", "Last name *" (with a red border), and "Suffix". Below this is a "Select date of execution *" section with a date input field (with a red border) and a calendar icon. At the bottom right, there are "Reset", "Cancel", and "Add conveying party" buttons.

Conveying parties summary

All conveying parties are listed here. Click "Add new" to add a conveying party.

The screenshot shows the 'Trademark assignment form' interface. At the top, there is a navigation bar with 'Home', 'New assignment', and 'Resubmission'. Below this, the form title 'Trademark assignment form' is displayed, along with 'Assignment id: 11' and 'Assignment name:'. A progress bar indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', 'Calculate fees', and 'Sign and submit'. A 'Hide learn more' link is visible on the right. On the left, a sidebar lists various sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Conveying parties summary' and shows 'Showing 1 of 1 results'. A table lists the details of the conveying party: Name (Convey Person), Type (INDIVIDUAL), Citizenship (AUSTRALIA), and Date of Execution (06/05/2023). To the right of the table are 'Delete' and 'Edit' buttons. A '+ Add new' button is highlighted with a red box. A 'Continue' button is located at the bottom right of the summary section.

Name	Convey Person
Type	INDIVIDUAL
Citizenship	AUSTRALIA
Date of Execution	06/05/2023



When the conveying party is an entity

Enter all required information, then click “Add conveying party” to proceed to “Conveying parties summary” page.

Required

- **Must make choice for Entity**
- **Entity name**
- **Entity Type**
- **Date of execution**

Add new conveying party * indicates required

Select conveying party type *

Entity (company)

Stored contact information

Select one

Entity name *

Entity type *

Select an entity type

Formerly name

Citizenship

Country

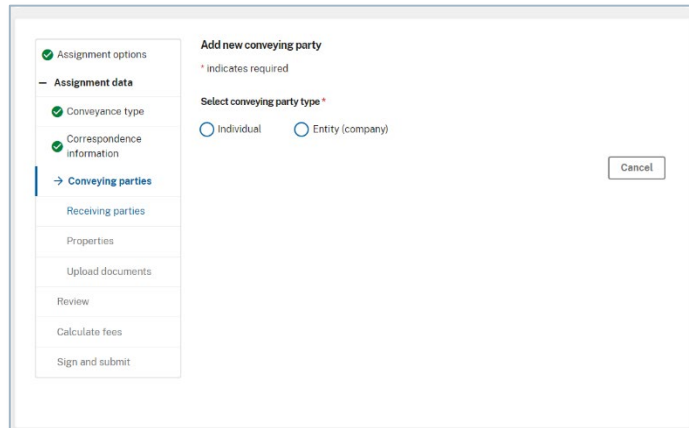
Select a country

Select date of execution *

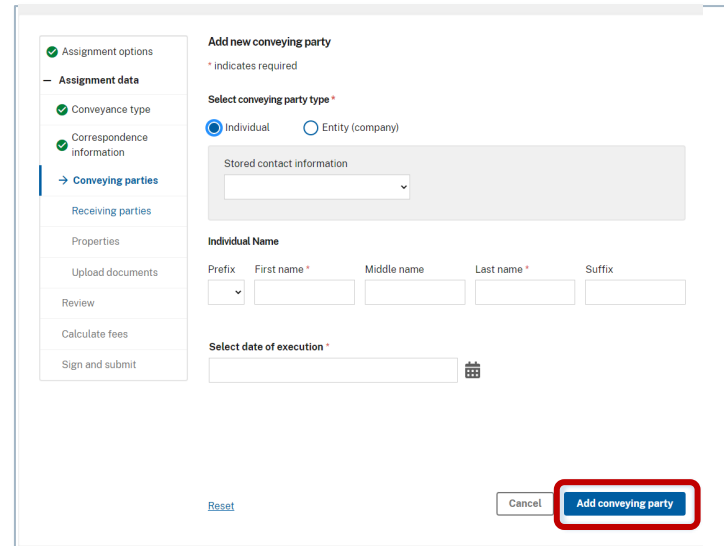
[Reset](#)

Adding a new conveying party

Select “Individual” or “Entity (company),” complete the required fields, then click “Add conveying party” to proceed to the “Conveying parties summary”



The screenshot shows the 'Add new conveying party' form. On the left, a sidebar lists the steps: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties (highlighted with a blue arrow), Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main content area is titled 'Add new conveying party' and includes a 'Cancel' button. Under 'Select conveying party type *', there are radio buttons for 'Individual' and 'Entity (company)'. A note indicates that asterisks denote required fields.



The screenshot shows the 'Add new conveying party' form with the 'Conveying parties' step selected in the sidebar. The main content area includes a 'Cancel' button, a 'Reset' link, and a red-bordered button labeled 'Add conveying party'. The form fields include: 'Select conveying party type *' with radio buttons for 'Individual' (selected) and 'Entity (company)'; 'Stored contact information' with a dropdown menu; 'Individual Name' section with fields for Prefix, First name *, Middle name, Last name *, and Suffix; and 'Select date of execution *' with a date picker icon. A note indicates that asterisks denote required fields.

Manage the conveying parties

Use the tools below to manage your conveying party selections:

- Click "Add new" to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click "Continue" to proceed to the "Receiving parties" page.

The image displays two screenshots of a web application interface. The left screenshot shows the 'Conveying parties summary' page. It features a sidebar with navigation options: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties (selected), Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main content area shows a table with two entries:

Name	Type	Date of Execution	Actions
Second Persons	INDIVIDUAL	11/16/2023	Delete Edit
Convey Person	INDIVIDUAL	06/05/2023	Delete Edit

A red box highlights the '+ Add new' button in the top right corner of the table. A blue arrow points from this button to the right screenshot. The right screenshot shows the 'Edit conveying party' form. It includes sections for 'Assignment data', 'Conveying party type' (Individual selected), 'Stored contact information', 'Individual Name' (Prefix, First name, Middle name, Last name, Suffix), and 'Select date of execution'. A blue arrow points from the 'Continue' button in the left screenshot to the 'Edit conveying party' button in the right screenshot.

When the conveyance type is "Merger and change of name"

You must also name the "Merged conveying party." Click "Add merged entity" to add the name of the new merged party.

Assignment Center

Home New assignment Resubmission Assignment Center help

Trademark assignment form

Assignment id: 17004

Assignment options **Assignment data** Review Calculate fees Sign and submit

Learn more

Hide learn more

mynewmerger4 has been removed from conveying parties.

Conveying parties summary

Merged entity is required for this assignment.

Showing 1 of 1 results

Name my new merger	Type Corporation	Date of Execution 01/02/2024	Delete
---------------------------	-------------------------	-------------------------------------	---------------

+ Add new + Add merged entity

Delete

Edit

Conveying parties summary

The Summary page now shows:

- All conveying parties
- Any “merged entity” parties

Assignment options

— Assignment data

Conveyance type

Correspondence information

→ Conveying parties

Receiving parties

Properties

Upload documents

Review

Sign and submit

dfdsdfsdfsdfs has been saved to conveying parties.

Conveying parties summary

⚠ Merged entity is required for this assignment.

Showing 2 of 2 results [+ Add new](#)

i "dfdsdfsdfsdfs" is the Merged entity for this assignment.	✕ Delete
Name dfdsdfsdfsdfs Type ENTITY Merged date 11/10/2023	✎ Edit
Name ADS ADAS Type INDIVIDUAL Citizenship UNITED STATES Date of Execution 11/01/2023	✕ Delete ✎ Edit

[Continue](#)

Select the receiving party

Receiving party

Select "Individual" or "Entity (company)" as the receiving party type.

The screenshot displays the 'Trademark Assignment form' interface. At the top, there is a progress bar with four steps: 'Assignment data' (highlighted in blue), 'Review', 'Calculate fees', and 'Sign and submit'. Below the progress bar, the form title 'Trademark Assignment form' is followed by 'Assignment id: 15352' and 'Assignment name: Best New Assignment'. A left-hand navigation menu lists several sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (selected with a blue arrow), 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Edit receiving party' and includes a note '* indicates required'. Under the heading 'Select receiving party type *', there are two radio button options: 'Individual' and 'Entity (company)'. Both radio buttons are currently unselected.



When the receiving party is an individual

Complete all required fields. Then, click “Add receiving party” to proceed to “Receiving parties summary”

The screenshot shows a web form titled "Add new receiving party" with a sidebar on the left and a main form area on the right. The sidebar contains a list of steps: "Assignment options", "Assignment date", "Conveyance type", "Correspondence information", "Conveying parties", "Receiving parties" (highlighted with a blue arrow), "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area is titled "Add new receiving party" and includes a note "* indicates required".

Select receiving party type *
 Individual Entity (company)

Stored contact information
Select one

Individual Name
Prefix: Select a title
First name *
Middle name
Last name *
Suffix

Citizenship
Country *
Select a country

Address
Country *
Select a country
Address line 1 *
Address line 2
City * State (or province) Postal code

Email
Adding an email address is very helpful

Buttons: [Reset](#), [Cancel](#), [Add receiving party](#)



When the receiving party is an entity

Enter all required information, then click "Add receiving party."

If United States (U.S.) is selected for **Citizenship, Country**, selection of a state is required.

If United States (U.S.) is selected for **Address, Country**, selection State and a Zip code are required.

Add new receiving party
* indicates required

Select receiving party type *

Individual Entity (company)

Stored contact information
Select one

Entity name *

Entity type *

DBA/AKA/TA or Formerly DBA/AKA/TA or Formerly name

Address

Country *

Address line 1 *

Address line 2

City * State * ZIP Code *

Reset Cancel Add receiving party

When the receiving entity is

A **Partnership, Trust, Estate** or **Joint Venture** and the **Citizenship country** is the **United States**, follow steps 1-4 below.

1 Select Entity type

Entity type *

Joint Venture

Select Citizenship Country

Citizenship

Country *

UNITED STATES

2 Selection of **United States** for the Country, allows menu for selection of the "State" to appear.

Citizenship

Country *

UNITED STATES

State *

ALASKA

3 Once "State" is selected, the "Add composed of party" button will appear.

Composed of

If any of the Receiving parties are a 'Partnership', 'Trust', 'Estate' or 'Joint Venture', you will be required to provide 'Composed Of' information. Composed of info is all the general partners or active members that compose the partnership or joint venture or the trustees or executors comprising the trust or estate.

+ Add composed of party

4 Click "Add composed of party" (displayed in step 3) to open the "Add composed of party" window.



Receiving parties summary

All receiving parties are listed here. Click "Add new" to add a receiving party.

Click "Continue" to proceed to the "Add new receiving party" page.

Trademark assignment form

Assignment id: 25
Assignment name: AMergeTest

Assignment options | Assignment data | **Review** | Calculate fees | Sign and submit

[Hide learn more](#)

Receiving parties summary

Showing 2 of 2 results

[+ Add new](#)

Name	Justareceiver Newtestname	X Delete
Type	INDIVIDUAL	
Citizenship	CANADA	Edit
Address	111 Main street Nocity CANADA	
Name	Other Testperson	X Delete
Type	INDIVIDUAL	
Citizenship	UNITED STATES	Edit
Address	111 Teststreet Nocity , INDIANA UNITED STATES , 11111	

[Continue](#)

Assignment data

- ✓ Assignment options
- ✓ Conveyance type
- ✓ Correspondence information
- ✓ Conveying parties
- Receiving parties**
- ✓ Properties
- ✓ Upload documents
- Review
- Calculate fees
- Sign and submit



Add a new receiving party

Select "Individual" or "Entity (company)," complete all required fields, then click "Add receiving party" to proceed to the "Receiving parties summary"

Add new receiving party * indicates required

Select receiving party type *

Individual Entity (company)

Stored contact information

Select one ▼

Individual Name

Prefix
Select a title ▼

First name * Middle name Last name *

Suffix

Citizenship

Country *
Select a country ▼

Address

Country *
Select a country ▼

Address line 1 *

Address line 2

City * State (or province) Postal code

Email *
Adding an email address is very helpful

[Reset](#) Add receiving party



Manage the receiving parties

Use the tools below to manage your conveying party selections:

- Click "Add new" to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click "Continue" to proceed to Properties

Receiving parties summary

Showing 2 of 2 results [+ Add new](#)

Name	Justareceiver Newtestname	
Type	INDIVIDUAL	
Citizenship	CANADA	
Address	111 Main street Nocity CANADA	

Name	Other Testperson	
Type	INDIVIDUAL	
Citizenship	UNITED STATES	
Address	111 Teststreet Nocity , INDIANA UNITED STATES , 11111	

[Continue](#)

Properties

Properties

USPTO identifies properties by registration or serial numbers.

Add properties to the application by entering at least one registration number into the box highlighted in red.

Trademark assignment form

Assignment id: 277
Assignment name:

Assignment options | Assignment data | Review | **Calculate fees** | Sign and submit

[Hide learn more](#)

- ✓ Assignment options
- Assignment data
 - ✓ Conveyance type
 - ✓ Correspondence information
 - ✓ Conveying parties
 - ✓ Receiving parties
 - **Properties**
 - ✓ Upload documents
 - ✓ Review
- Calculate fees
- Sign and submit

Add properties * indicates required

To add properties, enter one or more registration number or serial number.
Please separate multiple property numbers with a space, comma or a new line.

Select search type *

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

[Reset](#)

Multiple properties

You can add multiple properties at the same. Separate the serial numbers with a space, comma, or a new line. Click "Search" to display results.

The numbers entered must be an exact USPTO ID match.

Search

To add properties, enter one or more registration number or serial number.
Please separate multiple property numbers with a space, comma or a new line.

Select search type*

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

70303020, 01051001, 08010008

[Reset](#)

Search

Cancel

Properties search results

Select which serial or registration numbers you want to add to your application.

Then, click “Add properties” and proceed to the “Properties summary” page.

The screenshot displays the 'Add properties' section of a web application. On the left is a vertical navigation menu with options: Assignment options (checked), Assignment data (expanded), Conveyance type (checked), Correspondence information (checked), Conveying parties (checked), Receiving parties (checked), **→ Properties** (selected), Upload documents (checked), Review, Calculate fees, and Sign and submit. The main area is titled 'Add properties' and includes a search form. The form contains instructions: 'To add properties, enter one or more registration number or serial number. Please separate multiple property numbers with a space, comma or a new line.' It features a 'Select search type*' dropdown menu set to 'Serial number search', a text input field, a 'Reset' link, and a 'Search' button. Below the form is a 'Properties search results' section showing 'Showing 3 of 3 results' in a table with columns for 'Serial Number', 'Registration number', and 'Mark Literal'. All three rows have a checked checkbox in the first column. At the bottom of the form area are 'Cancel' and 'Add properties' buttons, with the latter highlighted by a red rectangle.

Add properties * indicates required

To add properties, enter one or more registration number or serial number.
Please separate multiple property numbers with a space, comma or a new line.

Select search type*

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

[Reset](#)

Properties search results

Showing 3 of 3 results

<input checked="" type="checkbox"/>	Serial Number	Registration number	Mark Literal
<input checked="" type="checkbox"/>	70101010	1010002	C
<input checked="" type="checkbox"/>	10101010	60101000	N
<input checked="" type="checkbox"/>	0101000	10100001	



Properties Summary

Here, you can add or delete any properties.

Click "Continue" to proceed to "Upload documents."

Trademark assignment form

Assignment id: 28

Assignment options

Assignment data

Review

Calculate fees

Sign and submit

[Hide learn more](#)

✔ Assignment options

— Assignment data

✔ Conveyance type

✔ Correspondence information

✔ Conveying parties

✔ Receiving parties

✔ Properties

→ Upload documents

Review

Calculate fees

Sign and submit

Upload documents

Add required supporting documentation for this request. At least one "supportive" document is required.

[Browse files](#)

Single file size must not exceed 10MB
Accepted file formats are: PDF, TIFF and TIF.

Continue



Uploading your documents

Upload documents

Determine the supporting documents required to submit with your application.

Documents must be either PDF or TIFF files, and the file size must be no larger than 10 MB.

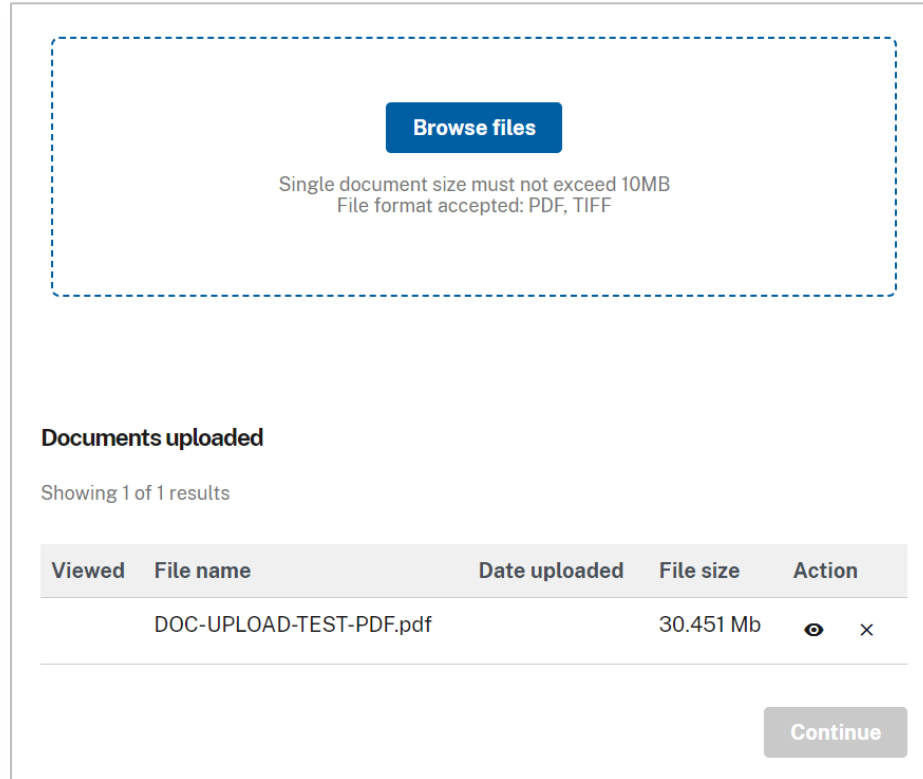
You must upload at least one document.

Click “browse files” to locate documents you want to upload from your device.

The screenshot displays the 'Trademark assignment form' interface. At the top, a progress bar shows five steps: 'Assignment options', 'Assignment data', 'Review', 'Calculate fees', and 'Sign and submit'. The 'Calculate fees' step is currently active. Below the progress bar, the form title 'Trademark assignment form' is followed by 'Assignment id: 277' and 'Assignment name:'. A 'Hide learn more' link is visible. On the left, a vertical navigation menu lists the steps: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents' (highlighted with a blue arrow), 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Upload documents' and contains the instruction: 'Add required supporting documentation for this request. At least one "supportive" document is required to uploaded.' Below this is a large dashed blue box representing the upload area, with a 'Browse files' button centered inside. Text below the box states: 'Single file size must not exceed 10MB. Accepted file formats are: PDF, TIFF and TIF.' A 'Continue' button is located at the bottom right of the form.



Upload documents display

Successful file uploads display in the “Documents uploaded” table.



The screenshot displays a document upload interface. At the top, there is a blue button labeled "Browse files". Below the button, the text reads: "Single document size must not exceed 10MB" and "File format accepted: PDF, TIFF".

Below the instructions, the section is titled "Documents uploaded" and indicates "Showing 1 of 1 results". A table lists the uploaded document:

Viewed	File name	Date uploaded	File size	Action
	DOC-UPLOAD-TEST-PDF.pdf		30.451 Mb	 

At the bottom right of the interface, there is a grey button labeled "Continue".

Uploaded documents display – Verify documents

You must review each of your uploaded documents before you can continue.



Click the view icon in each document row, under “Action” to:

- a. Verify the correct file has been uploaded.
- b. Verify the images and text are clear.

Click “Delete” if you want to remove a document you uploaded.

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
✓	Tiff_SAVE2.tif		1.7 Mb	  View Delete

[Continue](#)

Uploaded documents successful review

When all uploaded documents have been reviewed you can click “Continue” to proceed to “Review.”

Once you review an uploaded document, a green check will appear in the “Viewed” column.

Viewed	File name
✓	Tiff_SAVE2.tif



Upload documents

Add files that you wish to accompany in your application submission.

[Browse files](#)

Single document size must not exceed 10MB
File format accepted: PDF, TIFF

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
✓	Tiff_SAVE2.tif		1,736.033 Mb	

[Continue](#)

Review your application

Review

The “Cover sheet” tab displays your application contents.

Carefully review all information you provided for accuracy and completeness.

You can no longer make edits after:

- Submitting your application
- Paying the application fee

If you need to make revisions, click the “Edit” button that corresponds to the section you need to revise. You’ll return to that section so you can make changes.

uspto
Intellectual Property Assignment System (IPAS)
Home | Trademarks | Fees and payment | Contact Us | MyUSPTO | General Search

Trademark assignment form
Assignment options | Assignment date | Review | Calculate fees | Sign and submit | Learn more

Assignment id: 11
Assignment name: []

Review assignment
Review all data entered for accuracy and completeness before you pay or sign and submit your application. If you find any errors, please click the "EDIT" button to make correction for that section.
Changes after payment or submission will not be permissible.

Cover sheet | Review sheet

TRADEMARK ASSIGNMENT DRAFT COVER SHEET

Electronic Version 1.1
Release Version 0.2

SUBMISSION TYPE	NEW SUBMISSION		
NATURE OF CONVEYANCE	Assignment of the entire interest and the goodwill [edit]		
CONVEYING PARTY DATA			
Name	Formerly	Execution Date	Entity Type
Convey Person		06/05/2023	INDIVIDUAL-AUSTRALIA

RECEIVING PARTY DATA [edit]

Name	John Stone
Street Address	230 Place
City	Geelong
State/Country	AUSTRALIA
Postal Code	
Entity Type	INDIVIDUAL - AUSTRALIA

PROPERTIES NUMBERS Total: 2 [edit]

Property Type	Real/Other	Word/Mark
Registration Number		REGIONS
Registration Number		TAGS/CL

CORRESPONDENCE DATA [edit]

Fax Number: []
Email: ipas@uspto.gov
Correspondence will be sent to the e-mail address first; if that is unsuccessful, it will be sent using a fax number, if provided; if that is unsuccessful, it will be sent via US Mail.

Correspondent Name: Test Person
Address Line 1: 230 Place
City: Geelong
State: []
Country/Postal: ANTARCTICA

Total Attachments: 1 [edit]
Source: IPAS_KA22.01

I have reviewed all the information and documents that I have provided for this assignment. The data and information entered is accurate and acceptable for submission of this assignment.
 By checking this box, you acknowledge your consent to the below statement. [edit]



Confirm that your application is complete

Check the “box”, adjacent to acknowledgement statement, **“By checking this box you acknowledge your consent to the above statement”**.

Click “Continue” to proceed to the “Calculate fees” page.

Making edits after checking the box will cause the box to become unchecked. You must check it again to continue.

* indicates required

* By checking this box, you acknowledge your consent to the above statement.

Continue

* indicates required

* By checking this box, you acknowledge your consent to the above statement.

Continue

Pay application fees

Calculate fees

Here, you'll see the breakdown of your application fees. Please review for accuracy, then click "Pay now" to make your payment.

Trademark assignment form

Assignment id: 28

- Assignment options
- Assignment data
- Review
- Calculate fees**
- Sign and submit

[Hide learn more](#)

- ✔ Assignment options
- Assignment data
 - ✔ Conveyance type
 - ✔ Correspondence information
 - ✔ Conveying parties
 - ✔ Receiving parties
 - ✔ Properties
 - ✔ Upload documents
- ✔ Review
- **Calculate fees**
- Sign and submit

Calculate fees

Attention!

Filing fees receipt is available after submission review.

Description	Fee code	Fee code amount	Quantity	Fee
RECORDING TRADEMARK ASSIGNMENT, AGREEMENT OR OTHER PAPER, FIRST MARK PER DOCUMENT	8521	40	1	\$40.00
Total				\$40.00

Fees calculated according to the [USPTO fee table](#).

[Pay now](#)



Make payment

- Complete the required payment information fields.
- Click “Submit payment.”

uspto About Us Careers Contact Us

Make Payment

Payment

Order Details

TOTAL: TRANSACTION DESCRIPTION
\$40.00 USPTO TRADEMARK ASSIGNMENT

Sale Item Reference #	Attorney Docket #	Fee Code	Item Price	Qty	Item Total
73121910		8521	\$40.00	1	\$40.00

Payment Information

Required fields *

Payment Options Credit/Debit Card

Card Number *

Card Security Code *

Name on Card *

Expiration Date *

Enter/Edit Billing Address

Address Line 1 *

Address Line 2

Country *

City *

State / Region *

Zip / Postal Code *



Payment success

When a payment is successful, a green box will appear. Click "Continue" to sign and submit your application.

i Thank you, your payment has been processed. Please sign and submit your application by selecting the Continue button. **x**

Trademark Assignment form

Submission preview Sign and submit

→ Submission preview
Sign and submit

Thank you, your payment has been processed. Please sign and submit your application by selecting the Continue button.

Submission preview

Changes after payment or submission will not be permissible.

TRADEMARK ASSIGNMENT DRAFT COVER SHEET

Electronic Version v1.1
StyleSheet Version v1.2

SUBMISSION TYPE:	NEW SUBMISSION
NATURE OF CONVEYANCE:	Assignment of the entire interest and the goodwill

CONVEYING PARTY DATA

Name	Formerly	Execution Date	Entity Type
stef1 usdtst		07/05/2023	INDIVIDUAL UNITED STATES

RECEIVING PARTY DATA

Name: stef1 usdtst
Street Address: 111 0ppfl
City: 0fjggf
State/Country: ALASKA, UNITED STATES
Postal Code:
Entity Type: INDIVIDUAL, UNITED STATES

PROPERTIES NUMBERS Total: 1

Property Type	Number	Word Mark
Registration Number:	2340723	HASSAKAMPA

CORRESPONDENCE DATA

Fax Number:
Email: dstorea.smh@uspto.gov
Correspondence will be sent to the e-mail address first; if that is unsuccessful, it will be sent using a fax number, if provided; if that is unsuccessful, it will be sent via US Mail.

Correspondent Name: adfada adtdtd
Address Line 1: 111 usdtst
City: usdtsttd
State: ALASKA
Country/Postal: UNITED STATES, 11111

Total Attachments: 1
source=TM_SAVE.DF

RECEIPT INFORMATION

PKS ID: 277
Fee Amount: \$40.00

Continue



Sign and submit

Read the declaration and acknowledge the statements.

- You must check the declaration acknowledgement box.
- By checking this box, you acknowledge your consent to the above statement.
- Once you check the box, the electronic signature button will appear on screen.

Declaration and signature

* indicates required

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

- By checking this box, you acknowledge your consent to the below statement. ***
 - There is no right to privacy in this system.
 - Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
 - Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
 - Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
 - The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
 - It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
 - Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

Sign and submit the application

Sign and submit part 1

Click "Electronic signature" to sign the application.

✓ Submission preview

→ Sign and submit

Declaration and signature

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

- There is no right to privacy in this system.
- Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
- Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

By checking this box, you acknowledge your consent to the below statement.

Electronic signature

Click the electronic signature button below to sign your assignment.

Electronic signature

[Reset](#)

Sign and submit part 2

Read and acknowledge the declaration, review your electronic signature, then click “Submit” to send the application for processing.

Submission preview

[→ Sign and submit](#)

Declaration and signature

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

- There is no right to privacy in this system.
- Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
- Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

Electronic signature

Signature:

Full name:

Signed date:

Ip address:

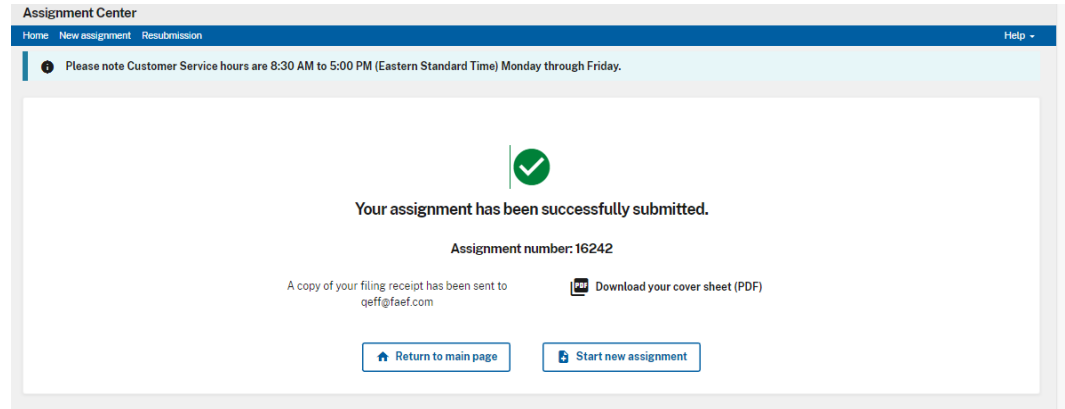
[Reset](#)



Submission success confirmation

After submitting your assignment successfully, the page will display:

- The assignment number
- The email address that will receive a filing receipt
- A link to download a PDF copy of your filing receipt
- A button that returns you to the main page
- A button that starts a new application



Trademark Assignment Request: Resubmission

This section provides the steps to complete a resubmission trademark assignment request. It provides details for each section of the form, including the information and documents necessary to process the request.

Resubmission for trademark assignment part 2

If you are required to resubmit your trademark assignment request, you'll receive an email from the USPTO. Click the link to Assignment Center provided in the email to begin the resubmission process.

The email will include a:

- Submitted assignment cover sheet
- Link for resubmission on Assignment Center
- Notice of Non-Recordation (NOR)
 - Document ID
 - Access Code

Example only:

UNITED STATES PATENT AND TRADEMARK OFFICE
Under Secretary of Commerce for Intellectual Property and
Director of the United States Patent and Trademark Office

September 01, 2023

PTAS

1111 JEFFERSON STREET
KANSAS CITY, MO 64114

United States Patent and Trademark Office
Notice of Non-Recordation of an Assignment Document

The enclosed document has been examined and found non-recordable by the Assignment Recordation Branch of the U.S. Patent and Trademark Office. The reason(s) for non-recordation are stated below:

1. There is a discrepancy with the conveying party's name. The cover sheet states the conveying party's name as [REDACTED]. The assignment document states the conveying party's name as [REDACTED]. Decedent-represented by [REDACTED], Spouse. Please Clarify. 2.) There is a discrepancy with the receiving party's name. The cover sheet states the receiving party's name as [REDACTED]. The assignment document states the receiving party's name as [REDACTED] spouse and representative. Please clarify.

Documents being resubmitted for recordation must reflect the corrected information to be recorded, the Document ID number referenced above and all pages from this submitted document. The original date of filing of this assignment document will be maintained if resubmitted with the appropriate correction(s) by **Monday, October 2, 2023**, as outlined under 37 CFR 3.51. The resubmitted document must include a stamp with the official date of receipt under 37 CFR 3. Applicants may use the certified procedures under 37 CFR 2.197 or 2.198 for resubmission of the returned papers if they desire to have the benefit of the date of deposit in the United States Postal Service.

To file the resubmission electronically, navigate to the ETAS website at <http://etas.uspto.gov>, click the Start Resubmission button and enter the following information:

Document ID: 900796998
Access Code: ZUNYE9K3Y6L6KZC

To file the resubmission in paper, send documents to: U.S. Patent and Trademark Office, Mail Stop: Assignment Recordation Branch, P.O. BOX 1450, Alexandria, VA 22313. If you have any questions regarding this notice, you may contact the Assignment Recordation Branch at 571-272-3350.

SHANICEE HAYES
ASSIGNMENT RECORDATION BRANCH
PUBLIC RECORDS DIVISION

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Resubmission for a trademark assignment

Information listed in the Notice of Non-Recordation provides details on outstanding issues within the assignment that you must correct.

Example only:

Required:

→ Revisions as stated on Record of Non-Recordation

United States Patent and Trademark Office
Notice of Non-Recordation of an Assignment Document

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Resubmission for trademark assignment

In Assignment Center, enter the document number and access code. Click “Start resubmission” to access the resubmission application.

The screenshot shows a web interface for trademark assignment resubmission. At the top left, the heading "Resubmission" is displayed. Below it, a yellow warning banner states: "You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal." The main form area is divided into two sections. On the left, under the heading "Enter the following data from the notice of non-recording to access the submission form.", there are two input fields: "Document id *" and "Access code *". A note "*indicates required" is positioned to the right of the first field. Below these fields are a "Reset" link and a blue "Start resubmission" button. On the right, an "Instructions" box contains the following text: "Please refer to the email attachment, 'Notice of Non-Recording to correct the identified omissions.' Enter your document number and access code which is provided on the Notice of Non-Recording. Once you have entered the document number and access code, a new resubmission form will be created. This form will contain the information you provided in your prior submission, namely: Correspondence information, conveying party(s), receiving party(s) and property(s) for your convenience. However, please note that **you will have to reattach the necessary supporting documentation** and provide your electronic signature prior to submittal. A confirmation of receipt (cover sheet) with the assignment id (tracking number) of your submission will be displayed on the screen and transmitted via email upon completion of the resubmission form." To the right of the main form area, there is a "Learn more" link above a rectangular placeholder box.

Resubmission for trademark assignment

Assignment Options

- Begin the resubmission assignment application.
- The application is now populated with the information from the **original** submission.

The screenshot displays the 'Trademark assignment form' interface. At the top, a header bar shows the current step as 'Assignment data' in blue, with 'Assignment options' in grey, 'Review' in grey, and 'Sign and submit' in grey. Below the header, a box contains the text: 'Trademark assignment form', 'Assignment id: 16383', and 'Assignment name: New Assignment Test'. A 'Learn more' link is visible on the right side of the header. The main content area features a left-hand navigation menu with 'Assignment options' selected. The 'Assignment data' section is expanded, showing a list of items with green checkmarks: 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', and 'Properties'. Below this is an 'Upload documents' section with a 'Review' button and a 'Sign and submit' button. A central notification bar states: 'Resubmission form with assignment id 16557 has been created.' The 'Assignment options' section includes an 'Assignment name' field with the value 'resubmission of 9000014' and a note: 'Prior to creating assignment, you may give the assignment a "name". Creating an "assignment name" allows for easy identification of a record.' Below this is a 'Multiple assignments' section with the question: 'Are there any properties in your filing today that are the subject of multiple assignments with the same execution date that you will be filing today or that you have already filed?' and radio buttons for 'Yes' and 'No', with 'No' selected. A 'Reset' link is at the bottom left, and a 'Save and continue' button is at the bottom right.

Resubmission for trademark assignment part 3


Make the requested revisions as indicated in the Notice of Non-Recordation email.

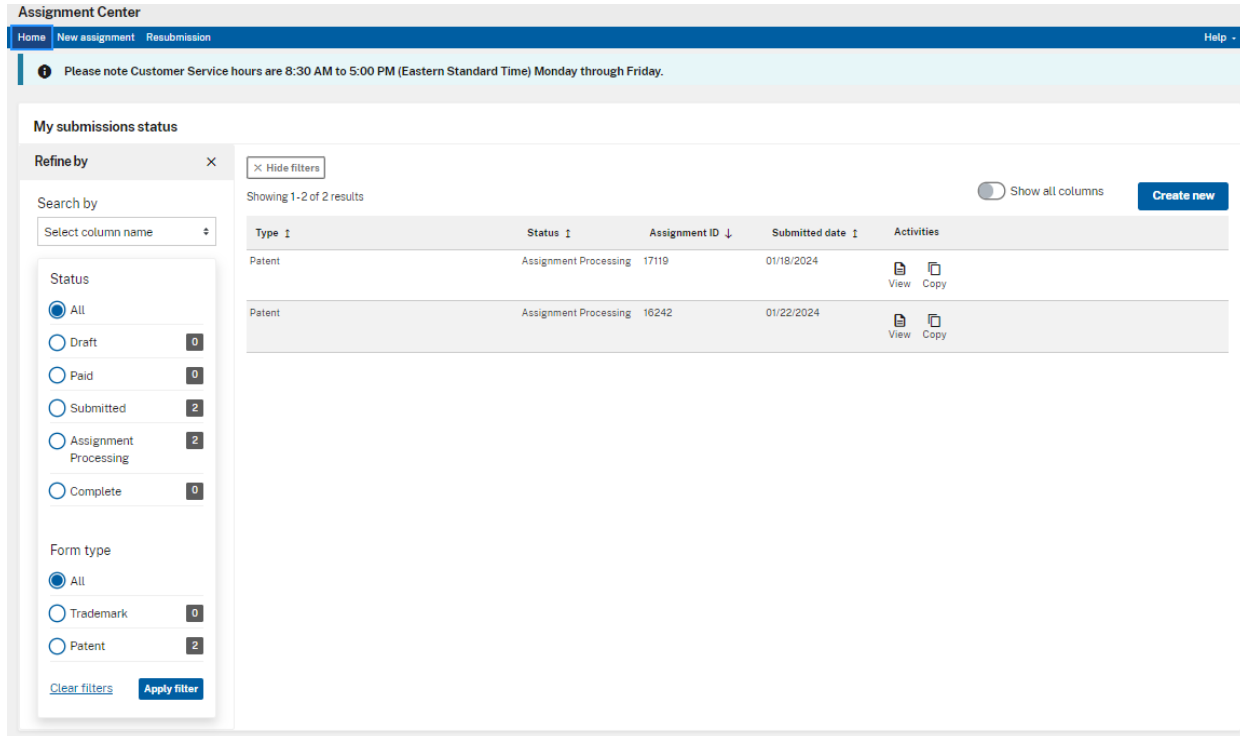
- Use the original assignment application to make all revisions.
- You must reattach all necessary supporting documents.
- You must include an electronic signature.

The screenshot shows a web interface for a trademark assignment form. At the top, there is a title "Trademark assignment form" and a progress bar with four steps: "Assignment options", "Assignment data", "Review", and "Sign and submit". The "Assignment data" step is currently active. Below the title, the form displays "Assignment id: 16383" and "Assignment name: New Assignment Test". A "Hide learn more" link is visible on the right. On the left side, there is a vertical navigation menu with a list of sections: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (selected), "Correspondence information" (checked), "Conveying parties" (checked), "Receiving parties" (checked), "Properties" (checked), "Upload documents", "Review", and "Sign and submit". The main content area is titled "Conveyance type" and includes a note "* indicates required". It features a dropdown menu labeled "Select nature of conveyance *" with the option "Assignment of the entire interest at" selected. Below this is a "Definition" section with a blue header and a light blue background, containing the text: "Assignment of the entire interest and the goodwill. The complete transfer of ownership rights from the assignor to the assignee. The assignor (conveying party) is/was the owner of trademark rights and is making the transfer. The assignee (receiving party) is to whom the transfer is made." At the bottom of the form, there are "Reset" and "Save and continue" buttons.

Resubmission for trademark assignment

Access your resubmissions via Home and the “My submission status” page. A resubmission is indicated under “Assignment name” column.

Click the View  icon to see submitted cover sheet.



Assignment Center

Home New assignment Resubmission Help





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