

What you Need to Know.....

To file a successful assignment coversheet/application, the 1st time

Have you ever completed a process, that at the end, you wished you had a guide that told you exactly what to do, to be successful? That's exactly what this document does.

Follow the guidance below, created by the Assignment Recordation Branch (ARB). ARB is the office that process/records assignment coversheets. There's no better advice than the team who works in the Office.

Technical Success

- The internet browser you use, plays a big part in the access and functionality you get from a website. To ensure Assignment Center operates as designed, it is recommended to use Microsoft Edge or Google Chrome.

Process Success

- Be mindful of your attachment(s). It is best practice that you have all documents that you wish to upload, titled appropriately and ready to upload. Requirements for uploading documents are as follows: Single document size must not exceed 10MB. File format accepted: PDF, TIFF or TIF.
- Multiple Assignment – the chain of title is kept by the execution date. If the execution dates are the same, you must use the sequence options. This function allows you to dictate the order in which the assignment will be recorded.
- Customers who desire to have an assignment application stopped, prior to recordation, should submit a Stop/Hold Request, immediately upon recognizing the need. A stop/hold request must be submitted via email to assignmentcenter@uspto.gov.
- If the subject matter of your conveyance type; is not indicated on the list of conveyance types: Please use "Other" and type in the subject/label of the document.

Trademark Success

- Fee payment screen- If you receive an error message while making a payment, contact Fee Payment Processing (FPNG) at (571)-272 6500.