

Using Assignment Center for 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.

The screenshot shows the USPTO Assignment Center landing page. At the top is the USPTO logo and navigation links: Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign in. Below the logo is the 'Assignment Center' title and a navigation bar with Home, New assignment, Resubmission, and Help. A notice bar states: 'Please note Customer Service hours are 8:30 AM to 5:00 PM (Eastern Standard Time) Monday through Friday.' and 'A USPTO.gov account with two-step verification is required when accessing the Assignment Center.' The main content area is divided into two columns. The left column, titled 'What is the Assignment Center?', explains that the USPTO is streamlining the process for recording assignments and provides links for 'What you need to know about assignments' (including 'What you need to know before filing', 'Sample of a Patent Assignment', and 'Sample of a Trademark Assignment') and 'Resources' (including 'Upload a Document', 'Trademark Assignment Fees', 'Manual of Patent Examining Procedure', 'Trademark Manual of Examining Procedures', 'Assignment Search', 'Assignment Center Patent Training Guide', and 'Assignment Center Trademark Training Guide'). It also includes a 'Technical Requirements' section stating that the site is best viewed in Microsoft Edge and Google Chrome. The right column, titled 'Sign in to your USPTO.gov account', contains a 'Create an account' button, a message stating 'You must have a MyUSPTO.gov account to record an assignment through the Assignment Center.', and sections for 'Already have a MyUSPTO.gov account?' (with a sign-in link) and 'Need to create a MyUSPTO.gov account?' (with a creation link). At the bottom of the right column, there is a 'Multi-Factor Authentication (MFA) is here!' section with a registration link and a 'Need assistance?' link to customer service. The footer contains 'Announcements', 'FAQs', and 'Contact us' links.

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Assignment Center Home New assignment Resubmission Help

Please note Customer Service hours are 8:30 AM to 5:00 PM (Eastern Standard Time) Monday through Friday.

A USPTO.gov account with two-step verification is required when accessing the Assignment Center.

What is the Assignment Center?

The U.S. Patent and Trademark Office (USPTO) is streamlining the process for recording assignments and other documents relating to interests in patents and trademarks. Our new system will guide you through the steps of making a submission, provide easier editing capabilities, and allow you to see the progression and status of your submission. The Assignment Center is best viewed in Microsoft Edge and Google Chrome.

What do I need to know about assignments?

- [What you need to know before filing \(PDF\)](#)
- [Sample of a Patent Assignment \(PDF\)](#)
- [Sample of a Trademark Assignment \(PDF\)](#)

Resources

- [Upload a Document \(PDF\)](#)
- [Trademark Assignment Fees \(Fee codes: 8521 and 8522\)](#)
- [Manual of Patent Examining Procedure \(MPEP\)](#)
- [Trademark Manual of Examining Procedures \(TMPEP\)](#)
- [Assignment Search](#)
- [Assignment Center Patent Training Guide \(PDF\)](#)
- [Assignment Center Trademark Training Guide \(PDF\)](#)

Technical Requirements

Assignment Center is best viewed in Microsoft Edge and Google Chrome.

Sign in to your USPTO.gov account

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

You must have a MyUSPTO.gov account to record an assignment through the Assignment Center.

Already have a MyUSPTO.gov account?

If you currently have a MyUSPTO.gov account, sign in to Assignment Center.

Need to create a MyUSPTO.gov account?

If you do not have a MyUSPTO.gov account, create an account. Once you have an account, sign in to Assignment Center.

Multi-Factor Authentication (MFA) is here!

Register now to add a safe and secure two-step verification method to your MyUSPTO.gov account. We provide a range of authentication options for you to choose from such as a phone call, text message, or mobile app notification.

Two-step verification is now required when accessing the Assignment Center.

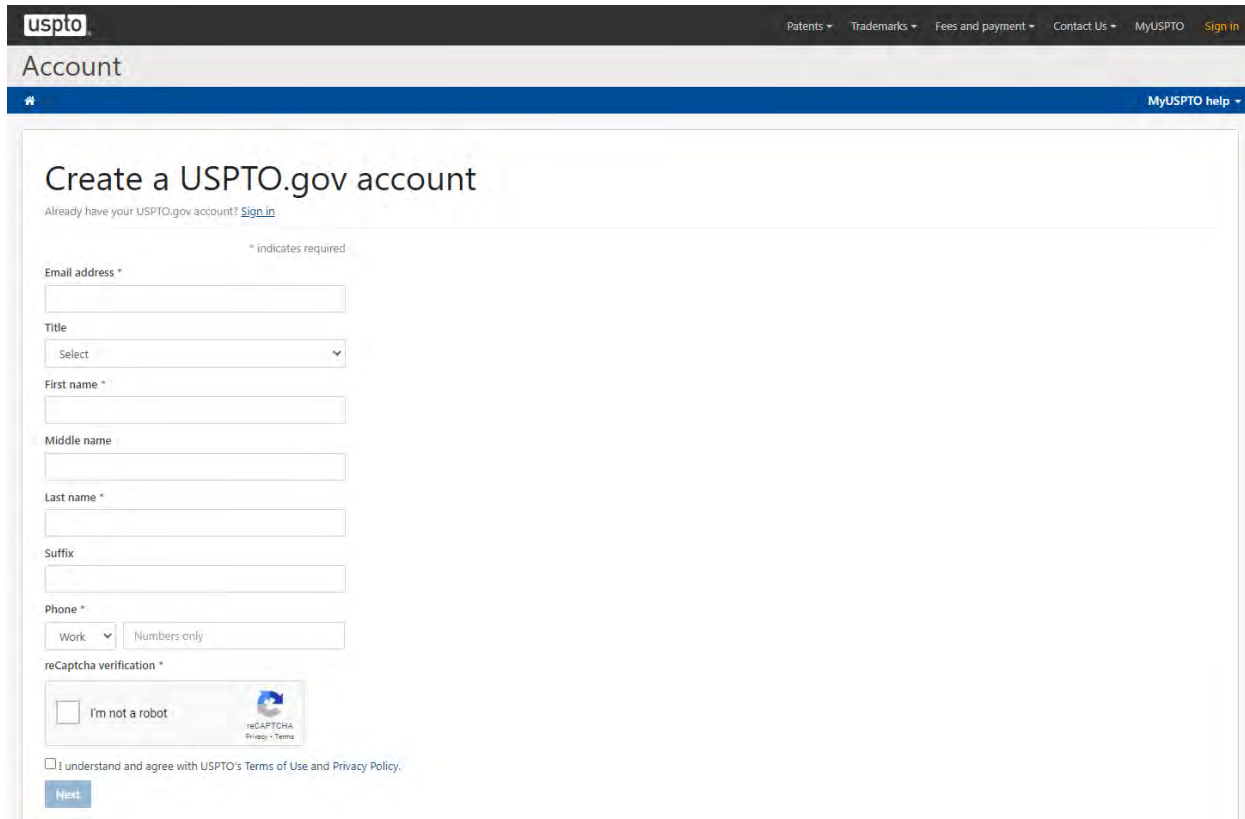
[Learn how to setup MFA](#)

Need assistance? Contact the USPTO.gov account [customer service](#)

Announcements FAQs Contact us

Create USPTO.gov account

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



The screenshot shows the USPTO.gov website's account creation page. The header includes the USPTO logo and navigation links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign in. The main heading is "Account", and the sub-heading is "Create a USPTO.gov account". A link for "Sign in" is provided for users who already have an account. The form contains several fields, some marked with an asterisk (*) to indicate they are required: Email address, Title (a dropdown menu), First name, Middle name, Last name, Suffix, Phone (with a dropdown for "Work" and a "Numbers only" checkbox), and reCaptcha verification. At the bottom, there is a checkbox for "I understand and agree with USPTO's Terms of Use and Privacy Policy." and a "Next" button.

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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 *

someone@aol.com

Title

Ms. ▼

First name *

Mary

Middle name

Last name *


Jones

Suffix

Phone *

Work ▼ 5555555555

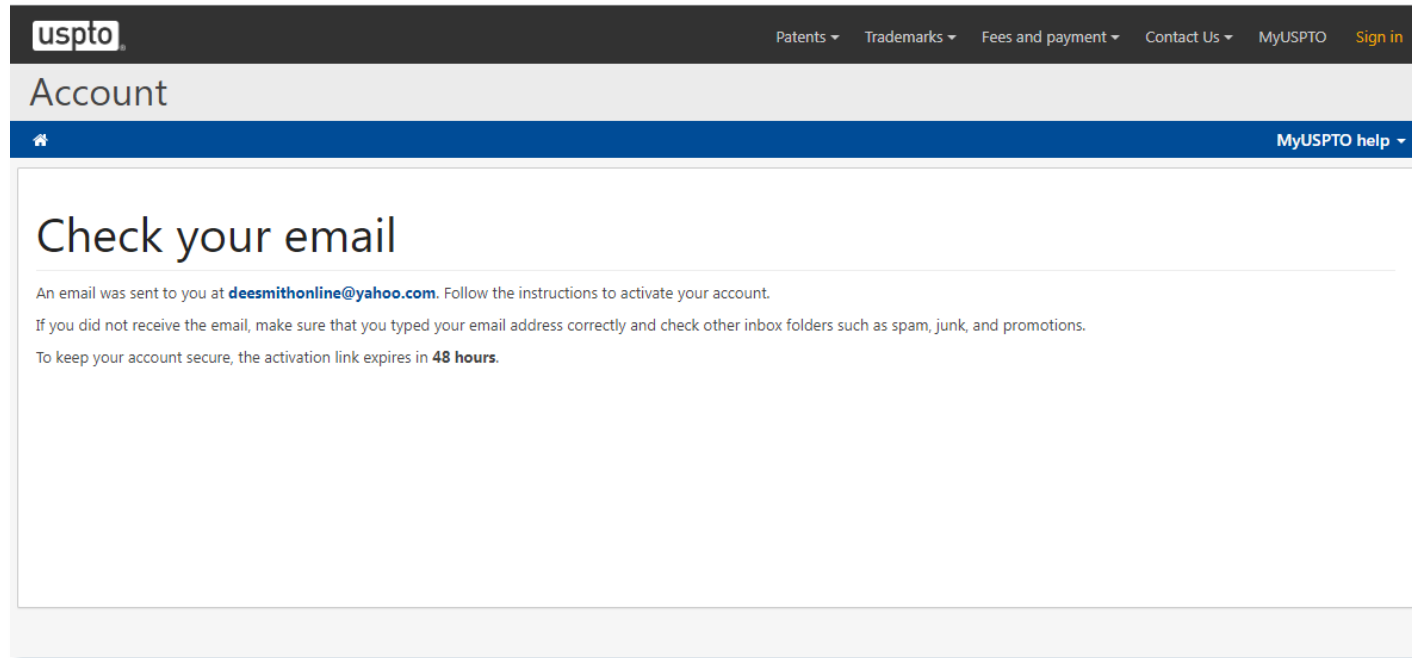
reCaptcha verification *

✓ I'm not a robot  reCAPTCHA
Privacy • Terms

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

Next

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.



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

United States Patent and Trademark Office



**UNITED STATES
PATENT AND TRADEMARK OFFICE** ®

You created a uspto.gov account

[Activate account](#)

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

<https://account-pvt.etc.uspto.gov/new-account/ca7fd239dbdaae5670be2e9ed78616b95a63f7979676488e8a8eedb09787c316>

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](#)

7. Create your password. Both password fields must be identical.
8. Next, click "Activate your account."

The screenshot shows a web form titled "Activate your account". Under the heading "Create password", there are two text input fields. The first field is labeled "Enter your new password *" and the second is labeled "Retype your new password *". Both fields are currently filled with asterisks. To the right of each field is a "Show" button. Above the first field, there is a small text label "indicates required". To the right of the password fields is a box titled "Password requirements" which contains three checked items: "Minimum of 12 characters", "One uppercase and one lowercase letter", and "One number and one special character from these options: '!@#%&^*()_+~=[]|'\">?<./". At the bottom right of the form is a blue button with the text "Activate your account".

Activate your account

Create password

indicates required

Enter your new password *

Retype your new password *

Show

Show

Password requirements

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

Activate your 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

Go

[Show all FAQs](#)

Browse FAQs	
Managing my account	24
Password	4
Multifactor authentication	12
Technical concerns	4
Using MyUSPTO	11
Basics	2
Widgets	8
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?

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

Contact information

Alternate email address

Used as a backup email for account change notifications. It should be unique and not shared.

Phone(s) *

Work ▼ 5713263760 Ext

Phone numbers are used for account validation.

Add another phone number

Fax

Country *

UNITED STATES ▼

Street address *

City *

State *

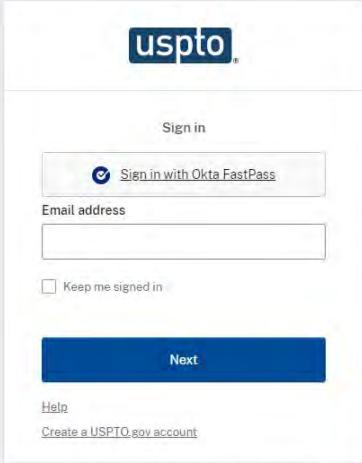
Select ▼

Zip *

or #####-####

Save

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



The image 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 checkmark icon. Below that is a text input field labeled "Email address". Under 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 are links for "Help" and "Create a USPTO.gov account". Below the sign-in section is a disclaimer: "By signing in, I certify to the USPTO's Terms of Use and USPTO Privacy Policy." followed by a paragraph of legal text and a link to "USPTO website terms of use".

uspto

Sign in

☒ Sign in with Okta FastPass

Email address

☐ Keep me signed in

Next

[Help](#)

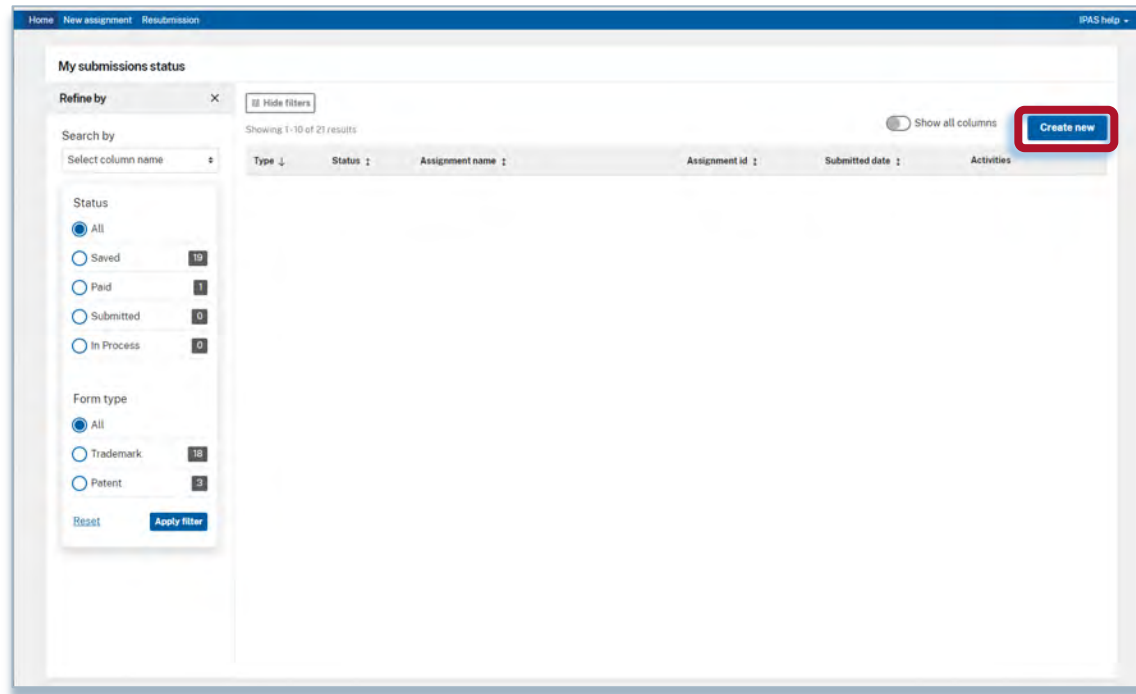
[Create a USPTO.gov account](#)

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](#).

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.



13. Click “Start a new trademark assignment” and proceed to the next page.

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](#).

[Start new trademark assignment](#)


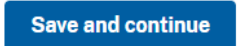
U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

[Learn more](#)

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.

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Assignment Center Home New assignment Resubmission Assignment Center help

1 A USPTO.gov account with two-step verification is required when accessing the Assignment Center.

Welcome to the Assignment Center Homepage!

The U.S. Patent and Trademark Office is streamlining the process for assignments. This system allows users to submit Patent and Trademark Assignment! This system provides user-friendly guidance, allows for easier editing and adds a unique user experience, as customers will be able to see the progression and status, of their submitted application.

Need to know information

- [What you need to know, before filing](#) (PDF)
- [Sample of a Patent Assignment](#) (PDF)
- [Sample of a Trademark Assignment](#) (PDF)

How to information

- [How to Upload a Document](#)
- [Assignment Fees](#)
- [Manual of Patent Examining Procedure \(MPEP\)](#)
- [Trademark Manual of Examining Procedures \(TMEP\)](#)
- [Assignment Search Trademark](#)
- [Assignment Search Patent](#)
- [Patent Re-assignment Training Material](#) (PDF)
- [Trademark Re-assignment Training Material](#) (PDF)

Here, you will be able to find pertinent information for submitting as successful application.

See what you need to know before filing, to find information that will help you achieve a successful application, the first time!

You can also locate FAQ's, a sample patent assignment, a sample trademark assignment and other helpful documents.

Technical Requirements
Assignment Center is best viewed in Microsoft Edge and Google Chrome.

Sign in to your USPTO.gov account

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

Create an admission for patent or trademark

You must have a USPTO.gov account to create patent or trademark admissions. To view your previous order history, link your USPTO.gov account to your online document ordering system account.

Already have a USPTO.gov account?

If you currently have a USPTO.gov account, sign in to Assignment Center.

Need to create a USPTO.gov account?

If you do not have a USPTO.gov account, create an account. Once you have an account, sign in to Assignment Center.

Multi-Factor Authentication (MFA) is here!

Register now to add a safe and secure two-step verification method to your myuspto.gov account for your online credentials from a range of authentication options (such as phone call, text message, or mobile app notification) to access the Assignment Center.

Two-step verification is now required when accessing the Assignment Center.

Learn how to setup MFA — [MFA Questions?](#)

Need assistance? Contact the USPTO.gov account [customer service](#)

Announcements

Announcement 1:

This center will be used to communicate customer feedback, technical updates, solutions and scheduled updates.

FAQs

- [What is Assignment Center?](#)
- [How do I pay to have an](#)

Contact us

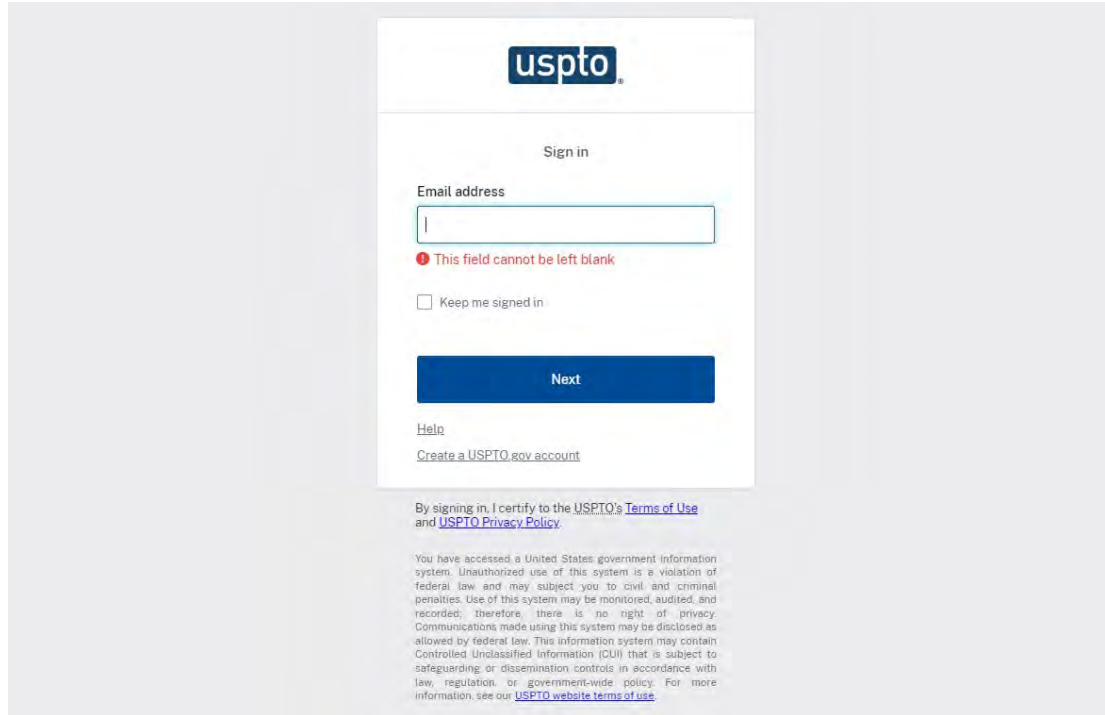
For general questions please contact:

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



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

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



The image shows a screenshot of the USPTO (United States Patent and Trademark Office) sign-in page. At the top, the 'uspto' logo is displayed. Below the logo, the text 'Sign in' is centered. Underneath, the label 'Email address' is positioned above a text input field. A red error message, 'This field cannot be left blank', is shown below the input field. Below the input field, there is a checkbox labeled 'Keep me signed in'. A blue button with the text 'Next' is located 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 paragraph of text stating: 'By signing in, I certify to the USPTO's Terms of Use and USPTO Privacy Policy.' followed by a paragraph of legal disclaimer text: '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.'

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.

My submissions status

Refine by

Hide filters

Showing 1-10 of 21 results

Show all columns

Create new

Search by

Select column name

Status

All

Saved10

Paid1

Submitted0

In Process10

Form type

All

Trademark10

Patent2

Reset

Apply filter

Type	Status	Assignment name	Assignment id	Submitted date	Activities
Patent	In progress	AtNew_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	14938		View Copy Actions
Trademark	Draft	AnotherTest	14926		View Copy Actions
Trademark	In progress	New	7295		View Copy Actions
Trademark	Draft	new assign	2447		View Copy Actions

10 per page

Page 1 of 3

Start your application


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

The screenshot shows the 'Assignment application options' page. At the top, there is a navigation bar with 'Home', 'New assignments', and 'About us'. The main heading is 'Assignment application options'. Below it, a paragraph states: '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.' A link for 'View privacy policy' is provided. There are two main options: 'Patent assignment form' and 'Trademark assignment form'. Each option includes a description of what to create and submit, and a 'Start new' button. The 'Trademark assignment form' option also includes a note about payment requirements and a link to 'Fees.uspto.gov'. On the right side, there is a 'Learn more' link. At the bottom, a disclaimer states: '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.'

Home New assignments About us

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 name

Name your assignment

The screenshot displays the 'Trademark assignment form' with the 'Assignment data' step selected in the top navigation bar. The form includes a sidebar with a list of steps: Assignment options, Assignment data (active), Review, Calculate fees, and Sign and submit. The main content area is titled 'Assignment options' and contains two sections. The 'Assignment name' section explains that an assignment name can be given for easy identification and includes a text input field with 'New Assignment Test'. The 'Multiple assignments' section asks if there are any properties in the 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, with radio buttons for 'Yes' and 'No' (selected). A 'Reset' link and a 'Save and continue' button are at the bottom. A 'Learn more' section is visible on the right side of the form.

Trademark assignment form

Assignment id: 16383
Assignment name: New Assignment Test

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

[Hide learn more](#)

[→ Assignment options](#)

Assignment data

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

Assignment options

* indicates required

Assignment name

Prior to creating assignment, you may give the assignment a "name". Creating an 'assignment name' allows for easy identification of a record.

New Assignment Test

Multiple assignments

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

[Reset](#) [Save and continue](#)

Learn more

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 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' (the current step), 'Review', 'Calculate fees', and 'Sign and submit'. Below the progress bar, the form header includes 'Assignment id: 16622' and 'Assignment name: JustaTest'. A 'Learn more' link is positioned on the right side of the header. The main content area features a left-hand navigation menu with options: 'Assignment options' (checked), 'Assignment data' (expanded), and 'Conveyance type' (selected). Under 'Conveyance type', there are links for 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. A green notification banner at the top of the main area states: 'A new assignment with assignment id 16622 has been created.' Below this, the 'Conveyance type' section is titled, followed by 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 the drop-down. At the bottom left of the main area is a 'Reset' link, and at the bottom right is a blue 'Save and continue' button.

Trademark assignment form

Assignment id: 16622
Assignment name: JustaTest

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

[Learn more](#)

[Hide learn more](#)

✓ Assignment options

— Assignment data

→ **Conveyance type**

Correspondence information

Conveying parties

Receiving parties

Properties

Upload documents

Review

Calculate fees

Sign and submit

Conveyance type

* indicates required

Select nature of conveyance * [View all definitions](#)

[Reset](#) [Save and continue](#)

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>

Add new merged party, or the company name resulting from the merger.

Enter the new merged party name.

Patent assignment form
Assignment id: 16908

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

[Hide / show more](#)

✓ Assignment options

— Assignment data

✓ Conveyance type

✓ Correspondence information

→ **Conveying parties**

Receiving parties

Properties

Upload documents

Review

Sign and submit

Add new merge party

* indicates required

Entity name *

Select merged date *

[Reset](#)

[Cancel](#) [Add merged entity party](#)

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.

The screenshot shows the 'Assignment Center' interface for a 'Trademark assignment form' with assignment ID 17004. The 'Assignment data' tab is active. A sidebar on the left lists various sections: 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 'Conveying parties summary' with a warning: 'Merged entity is required for this assignment.' Below this, a table lists one party: 'my new merger' (Corporation) with a 'Date of Execution' of '01/02/2024'. To the right of the table are 'Delete' and 'Edit' buttons. Above the table are two buttons: '+ Add new' and '+ Add merged entity', with the latter highlighted by a red box. A notification at the top states 'mynewmerger4 has been removed from conveying parties.'

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

dfdfsdffdsdfs has been saved to conveying parties.

Conveying parties summary

Merged entity is required for this assignment.

Showing 2 of 2 results

Add new

dfdfsdffdsdfs is the Merged entity for this assignment.

Name

dfdfsdffdsdfs

Type

ENTITY

Merged date

11/10/2023

Delete

Edit

Name

ADS ADAS

Type

INDIVIDUAL

Citizenship

UNITED STATES

Date of Execution

11/01/2023

Delete

Edit

Continue

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, the form title is 'Trademark Assignment form', followed by 'Assignment id: 15352' and 'Assignment name: Best New Assignment'. A progress bar at the top right shows four steps: 'Assignment data' (active), 'Review', 'Calculate fees', and 'Sign and submit'. On the left, a sidebar lists the form sections: 'Assignment options' (checked), 'Assignment data' (selected), 'Conveyance type' (checked), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Edit conveying party' and includes a note: 'Correspondence information has been added to assignment number 15352.' Below this, a label '* Indicates required' is shown. The section 'Select conveying party type *' contains two radio button options: 'Individual' and 'Entity (company)'. The 'Entity (company)' option is currently selected.

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, highlighted with a blue arrow), "Receiving parties" (checked), "Properties" (checked), "Upload documents", "Review", and "Sign and submit". The main content area has a heading "Add new conveying party" and a note "* indicates required". It includes a "Select conveying party type *" section with radio buttons for "Individual" (selected) and "Entity (company)". Below this is a "Stored contact information" section with a "Select one" dropdown. The "Individual Name" section has five input fields: "Prefix", "First name *", "Middle name", "Last name *", and "Suffix". The "First name" and "Last name" fields are highlighted with a red border. The "Select date of execution *" section has a date input field and a calendar icon, also highlighted with a red border. At the bottom, there are "Reset", "Cancel", and "Add conveying party" buttons.

Add new conveying party * indicates required

Select conveying party type *

☒ Individual ☐ Entity (company)

Stored contact information

Select one

Individual Name

Prefix First name * Middle name Last name * Suffix

Select date of execution *

Reset Cancel Add conveying party

Conveying parties summary

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

The screenshot displays the 'Trademark assignment form' interface. At the top, there is a navigation bar with links: Home, New assignment, and Resubmission. Below this, the form title 'Trademark assignment form' is shown, followed by '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 present. 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 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	Type	Citizenship	Date of Execution	Actions
Convey Person	INDIVIDUAL	AUSTRALIA	06/05/2023	Delete Edit

When the conveying party is an entity

Enter all required information, then click “Add conveying party” to proceed to “Conveying parties summary” page (slide 37).

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, highlighted with a blue arrow), "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main content area has a title "Add new conveying party" and a note "* indicates required". It contains several form fields: "Select conveying party type *" with a radio button for "Entity (company)" selected; "Stored contact information" with a dropdown menu labeled "Select one"; "Entity name *" with a text input field; "Entity type *" with a dropdown menu labeled "Select an entity type"; "Formerly name" with a text input field; "Citizenship" with a dropdown menu labeled "Select a country"; and "Select date of execution *" with a date picker. A "Reset" link is at the bottom left, and an "Add conveying party" button is at the bottom right.

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

Add conveying party

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"

This screenshot shows the 'Add new conveying party' form. On the left, a sidebar contains a list of steps: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), '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' with a note '* indicates required'. It features a section 'Select conveying party type *' with two radio buttons: 'Individual' and 'Entity (company)'. A 'Cancel' button is located at the bottom right of the form.

This screenshot shows the 'Add new conveying party' form with the 'Conveying parties' section selected in the sidebar. The main content area includes the 'Select conveying party type *' section with 'Individual' selected. Below this is a 'Stored contact information' dropdown menu. The 'Individual Name' section contains fields for 'Prefix', 'First name *', 'Middle name', 'Last name *', and 'Suffix'. The 'Select date of execution *' section has a date picker icon. At the bottom, there are 'Reset', 'Cancel', and 'Add conveying party' buttons. The 'Add conveying party' button is highlighted with a red rectangle.

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 shows a transition from a summary page to an edit page for a conveying party.

Conveying parties summary

Showing 2 of 2 results

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

[+ Add new](#)

[Continue](#)

Edit conveying party

* indicates required

Select conveying party type *

☒ Individual ☐ Entity (company)

Stored contact information

Select one

Individual Name

Prefix First name * Middle name Last name * Suffix

Convey Person Personone

Select date of execution *

[Reset](#) [Cancel](#) [Edit conveying party](#)

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, the form title is 'Trademark Assignment form', followed by 'Assignment id: 15352' and 'Assignment name: Best New Assignment'. A progress bar at the top right shows four steps: 'Assignment data' (active), 'Review', 'Calculate fees', and 'Sign and submit'. On the left, a sidebar lists the form 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'. Below this, the section 'Select receiving party type *' contains two radio button options: 'Individual' and 'Entity (company)'. The 'Individual' option is currently selected.

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 data", "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 has a title "Add new receiving party" and a note "* indicates required". It contains several sections: "Select receiving party type" with radio buttons for "Individual" (selected) and "Entity (company)"; "Stored contact information" with a dropdown menu; "Individual Name" with fields for "Prefix", "First name", "Middle name", "Last name", and "Suffix"; "Citizenship" with a "Country" dropdown; "Address" with fields for "Country", "Address line 1", "Address line 2", "City", "State (or province)", and "Postal code"; and an "Email" field with a note "Adding an email address is very helpful". At the bottom right are "Cancel" and "Add receiving party" buttons. At the bottom left is a "Reset" link. Red boxes highlight the "First name", "Last name", "Country" (in both the Citizenship and Address sections), "Address line 1", "City", "State (or province)", and "Postal code" fields.

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](#) [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.

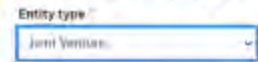
If United States (U.S.) is selected for **Address**, **Country**, selection State and a Zip code are required.

The screenshot shows a web form titled "Add new receiving party". On the left is a sidebar with a list of steps: "Assignment options", "Assignment data", "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 has the title "Add new receiving party" and a note "* indicates required". It includes a "Select receiving party type" section with radio buttons for "Individual" and "Entity (company)". Below this is a "Stored contact information" section with a "Select one" dropdown. The "Entity name" field is a text input. The "Entity type" field is a dropdown menu. Below these are two "DBA/AKA/TA or Formerly" dropdown menus. The "Address" section includes a "Country" dropdown, "Address line 1" and "Address line 2" text inputs, and "City", "State" (dropdown), and "ZIP Code" text inputs. Red boxes highlight the "Entity name", "Entity type", "Country", "Address line 1", "City", "State", and "ZIP Code" fields. At the bottom are "Repeat", "Cancel", and "Add receiving party" buttons.

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 *

UNITED STATES

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



State *

ALASKA

3

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

Composed of

If any of the following 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 of accounts composing 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.



Add composed of party

Name *

Address *

City *

State *

Zip *

Save Cancel

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.

The screenshot displays the 'Trademark assignment form' interface. At the top, a progress bar shows four steps: 'Assignment options', 'Assignment data', 'Review' (which is the active step), 'Calculate fees', and 'Sign and submit'. Below the progress bar, the form title 'Trademark assignment form' is followed by 'Assignment id: 25' and 'Assignment name: AMergeoTest'. A 'Hide learn more' link is located on the right. On the left side, a sidebar menu lists various sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (highlighted with a blue box and a right-pointing arrow), 'Properties' (checked), 'Upload documents' (checked), 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Receiving parties summary' and indicates 'Showing 2 of 2 results'. A red box highlights a '+ Add new' button in the top right corner of this section. Below this, two entries are listed. The first entry has the name 'Justareceiver Newtestname', type 'INDIVIDUAL', citizenship 'CANADA', and address '111 Main street, Nocity, CANADA'. The second entry has the name 'Other Testperson', type 'INDIVIDUAL', citizenship 'UNITED STATES', and address '111 Teststreet, Nocity, INDIANA, UNITED STATES, 11111'. Each entry has 'Delete' and 'Edit' icons. A blue 'Continue' button is positioned at the bottom right of the main content area.

Trademark assignment form

Assignment id: 25
Assignment name: AMergeoTest

[Hide learn more](#)

Receiving parties summary

Showing 2 of 2 results

[+ Add new](#)

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

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

[Continue](#)

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

Indicated 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

✓ Assignment options

— Assignment data

✓ Conveyance type

✓ Correspondence information

✓ Conveying parties

→ Receiving parties

✓ Properties

✓ Upload documents

Review

Calculate fees

Sign and submit

Receiving parties summary

Showing 2 of 2 results

+ Add new

Name	Justareceiver Newtestname	✕ Delete
Type	INDIVIDUAL	
Citizenship	CANADA	
Address	111 Main street Nocity CANADA	✎ Edit

Name	Other Testperson	✕ Delete
Type	INDIVIDUAL	
Citizenship	UNITED STATES	
Address	111 Teststreet Nocity , INDIANA UNITED STATES , 11111	✎ Edit

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

Search

Cancel

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.

✓ 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

Search

Properties search results

Showing 3 of 3 results

✓	Serial Number	Registration number	Mark Literal
✓	70101010	1010002	C
✓	10101010	60101000	N
✓	0101000	10100001	

Cancel

Add properties

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 indicates the current step is 'Calculate fees', with previous steps 'Assignment options', 'Assignment data', 'Review', and 'Sign and submit' completed. Below the progress bar, the form title 'Trademark assignment form' is shown, along with 'Assignment id: 277' and 'Assignment name:'. A 'Hide learn more' link is visible on the right. On the left side, a sidebar lists the form sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents' (active, indicated by a blue arrow), 'Review' (checked), 'Calculate fees' (current step), 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 upload.' Below this is a large dashed blue box representing the upload area, with a 'Browse files' button in the center. A note specifies: '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.

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
	DOC-UPLOAD-TEST-PDF.pdf		30.451 Mb	 

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.

Intellectual Property Assignment System (IPAS)

Review assignment

TRADemark ASSIGNMENT DRAFT COVER SHEET

RECEIVING PARTY DATA

NAME: [Text Field]
STREET ADDRESS: [Text Field]
CITY: [Text Field]
STATE/COUNTRY: [Text Field]
POSTAL CODE: [Text Field]
ENTITY TYPE: [Text Field]

PROPERTIES NUMBERED 1

PROPERTY TYPE: [Text Field] WORD MARK
REGISTER NUMBER: [Text Field] 12345678
TRADEMARK NUMBER: [Text Field] 12345678

CORRESPONDENCE DATA

Fee Number: [Text Field]
Correspondent Name: [Text Field]
Address Line 1: [Text Field]
City: [Text Field]
State: [Text Field]
Country/Postal: [Text Field]
Trademark Number: [Text Field]

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

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.

The image displays two screenshots of a web form. The top screenshot shows a light blue horizontal bar containing the text “* indicates required” in red, followed by a checkbox icon (a small square with a dot) and the text “By checking this box, you acknowledge your consent to the above statement.”. The checkbox icon is highlighted with a red rectangular border. To the right of this bar is a grey button labeled “Continue”. The bottom screenshot shows the same form after the checkbox has been checked, indicated by a checkmark inside the box. The “Continue” button is now blue with white text and is highlighted with a red rectangular border.

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 form

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."

The screenshot shows the USPTO 'Make Payment' page. At the top, the 'uspto' logo is on the left, and 'About Us', 'Contact Us', and 'Help' links are on the right. Below the header, the page title 'Make Payment' is displayed. A blue bar contains a shopping cart icon and 'Sign In' and 'Help' links. The main section is titled 'Payment' and includes an 'Order Details' link. The order details show a total of \$40.00 for a 'USPTO TRADEMARK ASSIGNMENT'. Below this is a table with one row: 'Trade Mark Reference #', 'Assignment Order #', 'Fee Code', 'Item Price', 'Qty', and 'Item Total'. The values are: '711221018', '0022', '\$40.00', '1', and '\$40.00'. The 'Payment Information' section includes a 'Required Policy' link, 'Payment Options' (Credit/Debit Card), and fields for 'Card Number', 'Card Security Code', 'Name on Card', and 'Expiration Date'. The 'Enter/Edit Billing Address' section includes fields for 'Address Line 1', 'Address Line 2', 'Country', 'City', 'State / Region', and 'Zip / Postal Code'. At the bottom, there are 'Submit payment' and 'Cancel' buttons.

Trade Mark Reference #	Assignment Order #	Fee Code	Item Price	Qty	Item Total
711221018	0022		\$40.00	1	\$40.00

Payment success

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


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

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 permitted.

TRADEMARK ASSIGNMENT DRAFT COVER SHEET

Electronic version (ET)
Signatures (version 1.2)

SUBMISSION TYPE: NEW SUBMISSION			
NATURE OF CONVEYANCE: Assignment of the entire interest and the goodwill			
CONVEYING PARTY DATA			
Name	Formerly	Examination Date	Entity Type
about:blank		05/05/2023	INDIVIDUAL UNITED STATES

RECEIVING PARTY DATA

Name:	John Smith
Street Address:	123 Main St
City:	Anytown
State/Country:	ALASKA, UNITED STATES
Postal Code:	
Entity Type:	INDIVIDUAL UNITED STATES

PROPERTY'S NUMBERS Total: 1

Property Type	Number	about:blank
Registration Number:	2345678	1234567890

CORRESPONDENCE DATA

Fax Number:

Email: john.smith@example.com

Correspondence will be sent to this e-mail address until it is no longer valid. It will be sent using a fax number if permitted. If that is unsuccessful, it will be sent via US Mail.

Correspondent Name: John Smith

Address Line 1: 123 Main St

City: Anytown

State: ALASKA

Country/Postal: UNITED STATES - (US)

Total Attachments: 1

document1.pdf, 20230505

RECEIPT INFORMATION

PAID TO:	USPTO
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.
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- 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.
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- 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:

MR. Ipas Test

Full name:

MR. Ipas Test

Signed date:

Tue Oct 10 2023

Ip address:

20.98.252.109

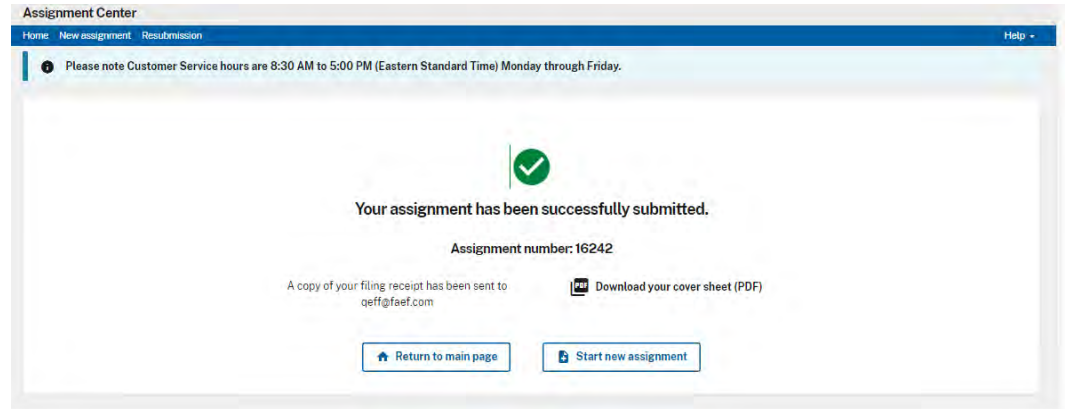
Reset

Submit

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.

Example only:

The email will include a:

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



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

11111 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 <https://etas.uspto.gov>, click the Start Resubmission button and enter the following information:

Document ID: 900796998
Access Code: ZUNYE9K3Y6L6K2C

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 571-272-1350.

SHANICE HAYES
ASSIGNMENT RECORDATION BRANCH
PUBLIC RECORDS DIVISION

P.O. Box 1450, Alexandria, Virginia 22313-1450 • WWW.USPTO.GOV

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

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.

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 resubmission. At the top left, the title "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 columns. The left column contains the heading "Enter the following data from the notice of non-recording to access the submission form." followed by two input fields: "Document id *" and "Access code *". A small 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. The right column contains an "Instructions" section with two paragraphs. The first paragraph explains that users should refer to the "Notice of Non-Recording" to correct omissions and that a new resubmission form will be created upon entering the document number and access code. The second paragraph notes that users must reattach supporting documentation and provide an electronic signature. At the top right of the interface, there is a "Learn more" link and an empty rectangular box.

Resubmission

⚠ You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal.

Enter the following data from the notice of non-recording to access the submission form.

*indicates required

Document id *

Access code *

Reset

Start resubmission

Instructions

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.

Learn more

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 form title and progress steps: 'Assignment options' (active), 'Assignment data', 'Review', and 'Sign and submit'. Below the header, a notification box states: 'Resubmission form with assignment id 16557 has been created.' The main content area is titled 'Assignment options' and includes a section for 'Assignment name' with a text input field containing 'resubmission of 9000014'. Below this is a section for 'Multiple assignments' with a 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' (selected). A 'Save and continue' button is at the bottom right. A sidebar on the left lists 'Assignment data' items: 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', and 'Properties', each with a green checkmark. Below these are links for 'Upload documents', 'Review', and 'Sign and submit'.

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 the 'Trademark assignment form' interface. At the top, a header bar contains the form title and a progress indicator with four steps: 'Assignment options', 'Assignment data' (the current step), 'Review', and 'Sign and submit'. Below the header, the form ID '16383' and the name 'New Assignment Test' are displayed. A sidebar on the left lists the form 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 that '*' indicates required fields. It features a dropdown menu for 'Select nature of conveyance *' with the option 'Assignment of the entire interest at' selected. Below this, a 'Definition' section explains the 'Assignment of the entire interest and the goodwill' as the complete transfer of ownership rights. At the bottom, there are 'Reset' and 'Save and continue' buttons.

Trademark assignment form

Assignment id: 16383
Assignment name: New Assignment Test

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

[Hide learn more](#)

☒ Assignment options

Assignment data

→ **Conveyance type**

☒ Correspondence information

☒ Conveying parties

☒ Receiving parties

☒ Properties

[Upload documents](#)

[Review](#)

[Sign and submit](#)

Conveyance type
* indicates required

Select nature of conveyance * [View all definitions](#)

Assignment of the entire interest at ▾

Definition

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.

[Reset](#) [Save and continue](#)

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

HomeNew assignmentResubmissionHelp

Please note Customer Service hours are 8:30 AM to 5:00 PM (Eastern Standard Time) Monday through Friday.

My submissions status

Refine by

Search by

Status

Form type

Clear filters

Apply filter

Showing 1-2 of 2 results

Type	Status	Assignment ID	Submitted date	Activities
Patent	Assignment Processing	17110	01/18/2024	<div>ViewCopy</div>
Patent	Assignment Processing	16242	01/22/2024	<div>ViewCopy</div>

Create new

73

The End

