

USDA, Agricultural Marketing Service

Science and Technology Program

PLANT VARIETY PROTECTION OFFICE

1400 Independence Avenue, S.W.
 Room 4512, South Building, Mail Stop 0274
 Washington, D.C. 20250
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 Email: PVPOmail@ams.usda.gov



RECORDATION FORM

Use this form to request a revision on a PVP original application(s) which require(s) a fee of \$41 per application.
 If an assignment is being requested, attach assignment document to this form.

1. Current Owner(s) of Record

Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

2. Type of Recordation (check all that apply)

(See attached appendix for definition and instructions)

- Change Name of Owner(s)
- Change Address of Owner(s)
- Change Name of Representative
- Change Address of Representative
- Assignment (transfer of authority or ownership)
- Security Interest, License, Grant, Conveyance
- Merger
- Revocation of Assignment, Security, Interest, License, Grant
- Other (specify) _____

3. New Owner(s)

Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

4. New Representative/Agent

Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

5. The PVP Number(s), Crop kind(s), Variety name(s) for the affected application. Attach list if more space is needed.

PV number	Crop kind	Variety Name	PV number	Crop kind	Variety name

6. Total number of applications involved : _____ multiply by \$41 per application(s). Total Amount \$ _____
Fees must be paid by U.S. funds either by credit card or checks made payable to the: "Treasurer of the United States."

7. **Statement and Signature:** *To the best of my knowledge and belief, the foregoing information is true and correct and any attached copy is a true copy of the original document.*

 Print Name

 Signature

 Date

Appendix (Instructions)**TERMS and DEFINITION****Recordation:**

To record changes requested by the representative or agent of the applicant.

Assignment:

When an owner transfers his authority rights from one person to another to handle his business, crop kind, variety, seeds, and sale of seeds, or the transfer of ownership from one company to another.

Security Interest:

Property interest used as collateral.

License:

To give permission to exercise legal rights or privileges from one owner to another.

Grant:

A gift of legal rights or privileges from one owner to another.

Conveyance:

The transfer of personal property from one owner to another.

Revocation:

Cancellation or annulment of a privilege, title or authorization. Revocation of assignment (transfer of authority) agreement, including security interest.

Revocation of license (authority to use or sell seeds).

Revocation of grant privileges.

Merger:

A legal combination of two or more companies to form a new company.

RECORDATION EXPLANATION and FEE REQUIREMENTS

Recordation is a revision of the original application filed with the Plant Variety Protection Office and requires an additional fee payment of \$41 per application. All recordation transactions such as the transfer of authority, transfer of ownership, or change of owner's name requires an assignment document with an authorized signature(s) and should be attached to this form.

Recordation fee(s) can be calculated by multiplying the total number of application(s) by \$41.

FEE PAYMENT OPTIONS**Check**

All fees must be paid by US funds. Make check payable to the "Treasurer of the United States." Include the PV number(s) on the check.

Credit card

Attach the "Request for Service (ST-471) form" for all credit card transactions. Enter all credit card information, including the credit card type (Visa/MasterCard/American Express), the credit card number, the security code number, name and address of agency, cardholder's name, telephone number and email address. Include the PV number(s) for each application, crop kind and variety name(s).

Money Transfer

Any domestic or foreign company requesting a money transfer must be affiliated with a USA bank and must provide the following information: A nine digit routing number, bank account number, check number, account type (saving or checking) and payment amount. Include the PV number(s) for each application.

Plant Variety Protection Office cannot process credit card payments or money transfer without an authorized signature.

BURDEN and NONDISCRIMINATION STATEMENTS

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0055. The time required to complete this information collection is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov.

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