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[Home](#) | [Site Index](#) | [Search](#) | [Guides](#) | [Contacts](#) | [eBusiness](#) | [eBiz alerts](#) | [News](#) | [Help](#)

Electronic Trademark Assignment System

Electronic Trademark Assignment System (ETAS)

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CONTACT INFORMATION

For general information about electronic filing, please telephone the Assignment Services Division Customer Service Desk at, 571-272-3350 during regular business hours or e-mail your question(s) to ETAS@uspto.gov. If you need help in resolving technical problems, you may also e-mail us at ETAS@uspto.gov. We will respond to your e-mail inquiry within 2 business days. Please include a telephone number in your e-mail.

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The information collected on these forms allows the ASD to officially record an assignment. Recorded assignment information will be made public.

The collection of information is required by 15 U.S.C. §§ 1057 and 1060 and is used by public to submit (and by the USPTO to process) trademark assignment recordation requests using the Electronic Trademark Assignment System (ETAS). This collection is estimated to take 30 minutes to complete, including gathering the necessary information, filling out the online forms, and submitting the completed request to the USPTO. Any comments on the amount of time you require to complete this request and/or suggestions for reducing this burden should be sent to the Manager of the Assignment Division, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450.

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[HOME](#) | [INDEX](#) | [SEARCH](#) | [eBUSINESS](#) | [CONTACT US](#) | [PRIVACY STATEMENT](#)



United States Patent and Trademark Office

[Home](#) | [Site Index](#) | [Search](#) | [Guides](#) | [Contacts](#) | [eBusiness](#) | [eBiz alerts](#) | [News](#) | [Help](#)

**Electronic Trademark Assignment System**

Trademark Assignment Recordation Form

Navigation: - Guidelines

ETAS v.1.6.1

PTO-1594 (Rev. 10/02)

OMB No. 0651-0027 (Exp. 03/31/2012)

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.

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To file electronically, complete the following steps:

- Fill out all required fields for each input screen.
- [Help instructions](#) are available by clicking on the highlighted term. A new window will open whenever one of these links is clicked.
- When all required forms are completed and the appropriate supporting legal documentation files are attached, a validation screen will appear displaying the information provided. Prior to the payment process a Validation Screen with all of the data will be displayed. If the information displayed is correct, proceed with payment, if the information is incorrect return to the appropriate screen by using the **on-screen** navigation controls.
- Do not use your browser's 'back' and 'forward' buttons to navigate. Use only the navigation controls on the ETAS screens.
- **New feature:**
 - **PDF attachments**
Legal supporting documentation may now be of either a TIFF, or a PDF file. Documents must be black and white. You may attach more than one file in more than one format.
 - **Saved Submission**
When all assignment data screens are completed, prior to proceeding to the payment screen (or submit process - if no fee is due) the current submission can be temporarily saved to a USPTO server. A URL link will be provided via a display on the screen and by email that identifies the link that permits access to the saved submission. To save a submission use the 'Advanced' button on the Validation screen and choose the 'Save Submission' button on the following screen. The URL link is valid for 4 days.
 - **Create Template**
Data from a submission, namely: correspondence information, conveying party(s), receiving party(s) and property(s) can be downloaded to your workstation as a template to re-use in future submissions. To download a template use the 'Advanced' button on the Validation screen and choose the 'Customize Template' button on the following screen.
Using the template
To start a new assignment filing from the downloaded template, use the 'Start from Template' button shown below on this screen.
- A Confirmation of Receipt (an html attachment) with the ETAS tracking identification number acknowledging receipt of your submission will be displayed to the screen and transmitted via email upon completion of the payment process (when required). Please mark the appropriate check box if you do not wish to receive this email with the attached html receipt. You may also print a copy of this screen for your records.
- Once submitted, the filing will not be cancelled unless the request fails to satisfy the minimum filing requirements.

Start

Start From Template

Cancel

[HOME](#) | [INDEX](#) | [SEARCH](#) | [eBUSINESS](#) | [CONTACT US](#) | [PRIVACY STATEMENT](#)

03/13/2012 04:15 PM EDT



United States Patent and Trademark Office

Home | Site Index | Search | Guides | Contacts | eBusiness | eBiz alerts | News | Help

**Electronic Trademark Assignment System**

Trademark Assignment Recordation Form

Navigation: [eBusiness](#) - Conveyance Type

ETAS v.1.6.1

PTO-1594 (Rev. 10/02)

OMB No. 0651-0027 (Exp. 03/31/2012)

Conveyance Type

Select nature of conveyance

<input type="radio"/> Assigns the entire interest and the goodwill	
<input type="radio"/> Assignment of an undivided part of assignor's interest	
<input type="radio"/> Merger	Effective date: <input type="text"/> Format: MM/DD/YYYY
<input type="radio"/> Nunc Pro Tunc Assignment	Effective date is required for 'Merger' and 'Nunc Pro Tunc' types
<input type="radio"/> Change Of Name	
<input type="radio"/> Security Interest	
<input type="radio"/> Corrective Assignment You must attach a copy of the original coversheet for a corrective assignment	<p>to correct the</p> <p>Identify what parts of the assignment need to be corrected</p> <input type="text"/> <p>previously recorded on Reel: <input type="text"/> and Frame: <input type="text"/></p> <p>Assignor(s) hereby confirms the</p> <p>identify conveyance text of the original assignment</p> <input type="text"/>
<input type="radio"/> Mortgage	
<input type="radio"/> Lien	
<input type="radio"/> License	
<input type="radio"/> Option	
<input type="radio"/> Decree of Distribution	
<input type="radio"/> Letters of Testamentary	
<input type="radio"/> Letters of Administration	
<input type="radio"/> Court Appointment of Trustee	
<input type="radio"/> Release by Secured Party	
<input type="radio"/> Conditional Assignment	
<input type="radio"/> Other	<input type="text"/> Enter other conveyance type text here

If the nature of conveyance is an "Assignment", "Merger", "Change of Name", or "Nunc Pro Tunc", you should check the appropriate box above. (change box above to pre-formatted nature of conveyance type) [more...](#)

Next Screen

Back

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[| .HOME](#) | [INDEX](#) | [SEARCH](#) | [eBUSINESS](#) | [CONTACT US](#) | [PRIVACY STATEMENT](#)

03/13/2012 04:16 PM EDT