



Business Services Division
Tre Hargett, Secretary of State
 State of Tennessee

INSTRUCTIONS

APPLICATION FOR ASSIGNMENT OF TRADEMARK OR SERVICE MARK

SUBMISSION OPTIONS

Applications may be filed using one of the following methods:

- **Paper submission:** A blank application may be obtained by going to <http://www.tn.gov/sos/forms/ss-4262.pdf>, by emailing the Secretary of State at TNSOS.ATS@tn.gov, or by calling (615) 741-0531. The application must be hand printed in ink or computer generated and mailed along with the required filing fee to the Secretary of State's office at 6th FL – Snodgrass Tower ATTN: Trademarks, 312 Rosa L. Parks AVE, Nashville, TN 37243.
- **Walk-in:** A blank application may be obtained in person at the Secretary of State Business Services Division located at 6th FL – Snodgrass Tower, 312 Rosa L. Parks AVE, Nashville, TN 37243.

Applications must be accurately completed in their entirety. Cover forms that are inaccurate, incomplete or illegible will be rejected.

ASSIGNMENT INSTRUCTIONS

Pursuant to T.C.A. § 47-25-507, a registered mark is assignable with the good will of the business in which the mark is used, or with that part of the good will of the business connected with the use of and symbolized by the mark. An assignment must be made by "instruments in writing duly executed."

An assignment must include within the assignment instrument itself a provision expressly indicating the transfer of "good will" to the assignee.

A separate assignment instrument and application for assignment of trademark or service mark must be submitted for each registered mark; if a mark is registered in more than one class, only one assignment instrument and application need be submitted. A photocopy of the executed assignment instrument may be submitted in lieu of the original assignment instrument if it is certified by any of the parties thereto, or their successors, to be a true and correct copy of the original.

APPLICANT INFORMATION

1. **Name of the mark:** Enter the mark's name as given on the original application.
2. **Mark number:** Enter the mark's number as assigned at the time of filing the original application.
3. **The owner of record of the mark (assignor) is:** Enter the name of the person or entity who is assigning their ownership of the mark. Enter the assignor's complete business address. The address must include a street address or post office box (or both), city, state and zip code.
4. **The name of the new owner (assignee) is:** Enter the name of the person or entity to which the mark is being assigned. Enter the assignee's complete business address. The address must include a street address or post office box (or both), city, state and zip code.

5. ***If the new owner (assignee) is a business entity, select the type of business entity:*** Check the box that applies to the type of business entity, Corporation, Limited Liability Company, Limited Partnership, General Partnership or Sole Proprietorship. If the applicant is not a business entity, leave this space blank.
6. ***If the new owner (assignee) is a business entity, the state of incorporation / organization is:*** Enter the state of incorporation or organization if the assignee is a business entity. If the assignee is not a business entity, leave this space blank.
7. ***If the new owner (assignee) is a partnership, the names of the general partners are:*** If the assignee is a partnership, indicate the names of the general partners. If the form does not allow enough space, indicate “see attached” and indicate the names on an attached sheet of paper.
8. ***The executed assignment document is attached to this form. A photocopy of such a document may be submitted if it is certified by any of the parties thereto, or their successors, to be a true and correct copy of the original.*** By signing the application the assignor certifies that this statement is true.

SIGNATURE AND VERIFICATION

- By signing the application, the applicant certifies under penalty of perjury that the statements on the application are true and correct.
- This application must be signed by the assignor. **Failure to sign the application will result in the application being rejected.**
- Type or Print Name & Title. **Failure to type or print the signature name and title of the signer (if the assignor is a business entity) will result in the application being rejected.**

FILING FEE

- The filing fee for the application is \$20.00 per registered classification. If there is only one (1) class indicated the fee is \$20.00. If there are two (2) classes indicated, the fee is \$40.00, etc.
- Make check, cashier’s check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. **Applications submitted without the proper filing fee will be rejected.**

APPLICATION FOR ASSIGNMENT OF TRADEMARK OR SERVICE MARK (SS-4262)



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee
312 Rosa L. Parks Ave., 6th Fl.
Nashville, TN 37243
(615) 741-0531

Filing Fee: \$20.00 per class

For Office Use Only

In compliance with the requirements of T.C.A. § 47-25-507, the undersigned hereby submits an assignment of a trademark or service mark registered in Tennessee:

1. Name of the mark: _____
2. Mark number: _____
3. The owner of record of the mark (assignor) is: _____
Business Address: _____
City: _____ State: _____ Zip Code: _____
4. The name of the new owner (assignee) is: _____
Business Address: _____
City: _____ State: _____ Zip Code: _____
5. If the new owner (assignee) is a business entity, select the type of business entity:
 Corporation Limited Liability Company Limited Partnership General Partnership Sole Proprietorship
6. If the new owner (assignee) is a business entity, the state of incorporation / organization is: _____
7. If the new owner (assignee) is a partnership, the names of the general partners are: _____

8. The executed assignment document is attached to this form. (A photocopy of such a document may be submitted if it is certified by any of the parties thereto, or their successors, to be a true and correct copy of the original.)

I declare under penalty of perjury the foregoing statements are true and correct.

Signature Date

Applicant's Signature

Applicant's Name and Title (printed or typed)

***Note: Pursuant to T.C.A. § 10-7-503 all information on this form is public record.**

Submitter Information: Name: _____ Phone #: (_____) _____