



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 [Business.Services@tn.gov](mailto:Business.Services@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 cover form must be submitted for each registered mark; if a mark is registered in more than one class, only one assignment instrument and cover form 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. ***The name and description of the mark is as follows:*** This description of what the mark looks like must match – word for word – the description found in the mark's original application

2. **Date of original registration:** Enter the filing date of the mark's original application.
3. **The owner of record of the registered mark (assignor) is:** Enter the name of the person or entity who currently owns 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 corporation, the state of incorporation is:** Indicate the state of incorporation if the assignee is a corporation. If the assignee is not a corporation, leave this space blank.
6. **If the new owner (assignee) is a partnership, the state where the partnership is organized is:** Indicate the state where the partnership is organized. If the assignee is not a partnership, leave this space blank.

**And 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.

7. **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 cover form the assignor certifies that this statement is true.
8. **The applicant is the owner of the mark, and the mark is in use. To the knowledge of the person verifying this application, no other person has registered, either federally or in Tennessee, or has the right to use the mark in an identical form or in such near resemblance as to be likely, when applied to the goods or services of the such person, to cause confusion or mistake, or to deceive:** By signing the application, the applicant certifies that this statement is true.

### Signature

- 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. The name and description of the registered mark is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of original registration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*
3. The owner of record of the registered mark (assignor) is: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. The name of the new owner (assignee) is: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. If the new owner (assignee) is a corporation, the state of incorporation is: \_\_\_\_\_
6. If the new owner (assignee) is a partnership, the state where the partnership is organized is \_\_\_\_\_  
and the names of the general partners are: \_\_\_\_\_  
\_\_\_\_\_
7. 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.)
8. The assignor is the owner of the mark, and the mark is in use. To the knowledge of the person verifying this application, no other person has registered, either federally or in Tennessee, or has the right to use the mark in an identical form or in such near resemblance as to be likely, when applied to the goods or services of such other person, to cause confusion or mistake, or to deceive.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name & Title