

**INSTRUCTIONS FOR ASSIGNMENT OF A TRADEMARK OR SERVICE MARK**

*(See Sample Assignment Form Below)*

<b>Item 1</b>	<b><u>Name of Assignor:</u></b> <i>The assignor is the legal name of the entity that owns the mark. The name of the assignor is listed on the current certificate of registration.</i>																		
<b>Item 2</b>	<b><u>Address of Assignor:</u></b> <i>Indicate the address of the assignor.</i>																		
<b>Item 3</b>	<b><u>Assignment fee and currently registered marks affected by the assignment:</u></b> <i>Indicate the currently registered marks affected by the assignment. Type or write the words if the mark(s) is comprised of words only. If the mark(s) also includes a design, symbol or image, attach a separate sheet of paper depicting the mark(s). A non-refundable assignment fee of \$30.00 made payable to the Treasurer of Virginia is required for each mark affected by the assignment.</i>																		
<b>Item 4</b>	<p><b><u>Name of assignee, entity type, and state or jurisdiction of formation:</u></b> <i>The assignee is the entity that owns the mark(s) being assigned. Select one of the entity types below that best identifies the type of entity of the assignee. Also indicate the assignee's state or jurisdiction of formation.</i></p> <table border="0"> <tr> <td>Corporation</td> <td>Corporation of the Commonwealth</td> <td>Federal Agency</td> </tr> <tr> <td>General Partnership</td> <td>Federally Chartered Savings Bank</td> <td>Individual</td> </tr> <tr> <td>Limited Liability Company</td> <td>Limited Liability Partnership</td> <td>Limited Partnership</td> </tr> <tr> <td>Local Government Authority</td> <td>Municipal Corporation</td> <td>National Banking Association</td> </tr> <tr> <td>Non Public Corporation</td> <td>Partnership</td> <td>Real Estate Investment Trust</td> </tr> <tr> <td>Sole Proprietorship</td> <td>State Agency</td> <td>Unincorporated Association</td> </tr> </table>	Corporation	Corporation of the Commonwealth	Federal Agency	General Partnership	Federally Chartered Savings Bank	Individual	Limited Liability Company	Limited Liability Partnership	Limited Partnership	Local Government Authority	Municipal Corporation	National Banking Association	Non Public Corporation	Partnership	Real Estate Investment Trust	Sole Proprietorship	State Agency	Unincorporated Association
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<b>Item 5</b>	<b><u>Address of assignee:</u></b> <i>Indicate the address of the assignee.</i>																		
<b>Item 6</b>	<b><u>Name of assignor:</u></b> <i>Indicate the name of the assignor.</i>																		
<b>Item 7</b>	<b><u>Name of assignee:</u></b> <i>Indicate the name of the assignee.</i>																		
<b>Item 8</b>	<b><u>Signature of assignor:</u></b> <i>The assignment must be signed and dated.</i>																		

**ASSIGNMENT OF A TRADEMARK OR SERVICE MARK REGISTRATION**

Whereas (Assignor) of (address of Assignor) has adopted, used and is using the mark (Registered mark(s) affected by the assignment) and,

WHEREAS (Assignee) a (state or jurisdiction of formation and entity type) of (address of Assignee) is desirous of acquiring said mark and registration thereof;

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, said (Assignor) does hereby assign unto said (Assignee) all right title and interest in and to said mark, together with the good will of the business in which the mark is used (or that part of the good will of the business connected with the use of and symbolized by the mark).

Name (Name of Assignor)  
 By (Signature and Title)  
 Date \_\_\_\_\_

**Additional assistance can be obtained by calling (804) 371-9051 or at [www.scc.virginia.gov/srf](http://www.scc.virginia.gov/srf).  
 Mailing address: Division of Securities & Retail Franchising, PO Box 1197, Richmond, VA 23218**