

F0024

**OFFICE OF THE MISSISSIPPI SECRETARY OF STATE**

**P.O. BOX 136, JACKSON, MS 39205-0136 (601) 359-1633**

**Instructions for Trade and Service Mark Assignment**

General Instructions:

**NOTE: There are recent changes to this form.**

The Trade/ Service Mark assignment form is designed to be completed online and printed off for signature and mailing.

Please note that the form requests specific information. The failure to provide the information requested will result in the form being returned to the applicant.

Where a choice needs to be indicated, please make your selection by entering an upper case 'X' in the box to the left of the selection you want to make.

Enter numeric information **without commas**. Three thousand, for example, should be entered as '3000' not '3,000'.

All dates **must** be entered in the MM/DD/YYYY format that is, using the 4 digit year. For example, January 4th, 1997 should be entered as '1/4/1997'. Although not required, a leading zero in the month and day is acceptable (like '01/04/1997').

In order to ensure mail is deliverable, do not combine post office box numbers and Street Address in one box. Please enter the actual physical street location in the box labeled Physical Address, and/or post office box numbers in the boxes labeled P.O. Box. Where necessary, use directional indicators (like '123 W Main St.' instead of '123 Main St.'). It is not necessary to enter the text 'PO BOX' when specifying a P.O. Box. Our system will supply this text automatically.

States must be entered as the two character approved US Post Office state code. For example, Mississippi should be entered as 'MS' without periods, not 'Miss.', or using other abbreviations.

Boxes set aside for ZIP codes contain enough space to enter both five digit and four digit ZIP code values, separated by a dash. Please ensure the five digit ZIP is entered to the **left** of the dash, and the four digit zip is to the **right** of the dash.

The following rules apply to the data entry areas on the form.

Form Specific Instructions:

The following forms apply to the data entry areas on the form.

**Section 1.** Please write in the registration number of the mark that is to be assigned.

**Section 2.** **Mark to be Assigned** - Enter the name of the mark to be assigned.

**Section 3.** **Assignor** - Enter the name of the Assignor. The Assignor is the entity which currently owns the mark and is transferring it to the Assignee. If it is a corporation, or other entity, enter the state of incorporation or organization.

**Section 4. Assignee** - Enter the name of the Assignee. The Assignee is the entity which will now own the trade or service mark. If it is a corporation, or other entity, enter the state of incorporation or organization. Enter the address of the new owner of the Assignee trade or service mark.

**Section 5. Assignment and Signatures** – Write in the name of the Assignor and the Assignee. Authorized individuals of both the Assignor and the Assignee are required to sign this form. Please print the names of the signatories and their titles in the boxes provided. Please keep all signatures within the boxes provided. Please note that the signatures of the Assignor and Assignee must be notarized.

Enclose the **\$50** filing fee, payable to the Mississippi Secretary of State, with this document and mail form to Post Office Box 136, Jackson, Mississippi 39205-0136.

*Thank you for your assistance.*

*Please call at (601) 359-1633 if there are any questions.*