

FAQs on Form SB469

Q: The assignments functionality within Patent Center is currently disabled. How can assignment record(s) for a patent application be accessed?

A: The assignments functionality in Patent Center was disabled on August 1, 2024 (see [Notice of potential exposure of protected patent application information through Patent Center](#)). As result, registered users are temporarily unable to view assignment records for their applications that are not open to the public via Patent Center Private View.

Assignment records for patent applications that are open to the public continue to be available to all users via [Patent Assignment Search](#). Information about applications being open to the public can be found in the Manual of Patent Examining Procedure (MPEP) [section 103](#).

Q: How do I request that certain assignment information, such as the Patent Assignment Abstract of Title, be added to my non-public patent application file so I can view it in Patent Center Private View?

A: The USPTO has implemented a temporary procedure whereby a practitioner or the applicant may submit [form SB469](#) to request that the USPTO place the Patent Assignment Abstract of Title into the application file. The Patent Assignment Abstract of Title includes information such as the title of the invention, inventor name(s), assignee(s), assignor(s), recordation date, and reel and frame number(s) where documents related to title are recorded. [Form SB469](#) will be available at [Forms for Patent Applications](#) until electronic access to non-public assignment records is restored.

Q: How must a registered practitioner or the applicant submit [form SB469](#)?

A: [Form SB469](#) must be electronically mailed to: RecordedAssignmentPlacement@uspto.gov. The form must be signed by a practitioner or the applicant. If the applicant is a juristic entity, the form must be signed by a practitioner. If joint inventors are the applicant, the form must be signed by all of the inventors, or by a practitioner.

All papers and information pertaining to a single request should be included in a single email to ensure efficient consideration. For example, if joint inventors are the applicant and are not represented by a practitioner, each joint inventor must sign a [SB469 form](#) for the USPTO to consider a request to place the assignment record(s) into the application file and each signed form should be provided in a single email.

Q: May I submit a [SB469 form](#) in an application that is open to the public?

A: No, [form SB469](#) should not be submitted in an application that has been patented, published under 35 U.S.C. 122(b), or is otherwise open to the public (the form includes a certification that

the identified application is not open to the public). [Patent Assignment Search](#) may be used locate assignment records for patent applications that are open to the public.

Q: I emailed [form SB469](#) to the mailbox. Should I expect a communication from the USPTO in response to submitting the [SB469 form](#)?

A: No, the USPTO will not send a reply from the mailbox. The USPTO will review the submitted [SB469 form](#) and place the form in the application file, indexed as P.AS.V, regardless of whether the request is granted. If the request is granted, the USPTO will place the Patent Assignment Abstract of Title into the file, indexed as AS.REC at the same time. If a Patent Assignment Abstract of Title does not appear in the file after the request has been added to the application file, the request may have been denied because it was not properly signed. For more information, the requestor may contact the Office of Patent Legal Administration at 571-272-7704, or via email at Patent.Practice@uspto.gov.