

# INSTRUCTIONS FOR COMPLETION OF ACKNOWLEDGMENT RELEASE AND ASSIGNMENT FORM

**THE CURRENT OWNER OF THE RECORD** is to complete the upper portion of the form and indicate the assignee. This portion is to be signed by the current owner or an authorized representative.

**THE ASSIGNEE** is to complete the lower portion of the form, agreeing to the assignment. This portion of the form is to be signed by the assignee or an authorized representative.

**INCLUDE** mailing address – notify this office of any subsequent address changes.

**PLACE ACTUAL IMPRINT** of the log brand **DIRECTLY** onto each form, **DO NOT ATTACH SEPARATE SHEET**. The actual impression must be clear enough to be distinguishable and not altered in any way, such as filling in portions of the original impression. If the impression is altered, we will not be able to process the form. The brand may be larger but no smaller than 2" X 2". (This form, when certified, will replace the Certificate on file at Oregon Department of Forestry, and must show an actual imprint of the brand being assigned.)

**HOW TO PLACE THE ACTUAL IMPRINT** on the form. Coat the face of the branding hammer with ink and press firmly onto the form; or spray the face of the hammer with spray paint and press firmly onto the form. Use folded newspaper, etc., under the form as a cushion.

**ASSIGNMENT OF BRAND DOES NOT EXTEND** the brand's registration. It does change legal ownership to the assignee. Assigned brands will remain current through the registration period and become eligible for renewal with all brands of record at that time.

**RETURN BOTH COPIES** of form:

If paying via <b>CREDIT CARD</b> :	If paying via <b>CHECK</b> :
Submit <b>BOTH COPIES</b> of the form to:  Oregon Department of Forestry Attn: Log Brands Unit 2600 State Street, Bldg E Salem, Oregon 97310-1336  <i><b>We will call you to process your credit card information.</b></i>	Submit <b>BOTH COPIES</b> of the form and check or money order to:  OREGON DEPARTMENT OF FORESTRY Unit 12 PO Box 4395 Portland, Oregon 97208-4395  <i><b>Note: If paying by check, please allow 2 weeks for processing.</b></i>

For questions please call the Log Brand office at 503-945-7305.