



## Identifier Release Letter

Complete the letter on the next page to support your request for the transfer of any identifier licensed by GS1 US®: GS1 Company Prefix, GS1 US Global Trade Item Number (GS1 US GTIN), or Global Location Number (GLN). This letter should be submitted along with the completed Identifier Transfer Request Form and applicable supporting documents to GS1 US at [dmaintenance@gs1us.org](mailto:dmaintenance@gs1us.org).

If you have any questions or concerns, please contact [dmaintenance@gs1us.org](mailto:dmaintenance@gs1us.org) or +1 937.435.3870 – option 4.

### Important Considerations

- Any changes to this letter may cause your request to be denied.
- This letter must be signed by the authorized officer of the company currently licensing the identifier(s) requested to be transferred. This is typically the seller in a sale/merger/acquisition.
- If you cannot get this letter signed by an authorized officer of the current company holding the license, the identifiers may still be transferred if you submit supporting legal documentation proving the transaction.
- While submitting this letter starts the process, it does not guarantee approval.
  - For Prefix transfers: A prefix needs to be transferred in its entirety. Partial transfers or splits of prefixes are not permitted.
  - For GTIN transfers (product identifiers): A GTIN can only be transferred when not associated with a licensed prefix.
  - For GLN transfers (location identifiers): A GLN can only be transferred when not associated with a licensed prefix.
- Use full legal company names when filling out this letter. Do not use DBAs, assumed names, or fictitious names.

Today's Date:        /        /        Use this format: 00/00/0000

GS1 US, Inc.  
Attn: Data Maintenance  
7887 Washington Village Dr., Ste. 300  
Dayton, OH 45459

Legal name of the company currently assigned the license to the identifiers ("Transferring Company"):

Legal name of the company requesting the license to the identifiers moving forward ("Requesting Company"):

This letter confirms that Transferring Company, through a sale, merger, acquisition, divestiture, or other transfer of business assets, transferred its assets to Requesting Company, effective as of        /        /        , the effective date of transaction.

Transferring Company Full Legal Name:

transacted to transfer the assets of Company to

Requesting Company Full Legal Name:

Accordingly, as part of this transaction, Transferring Company agrees to transfer the following identifiers licensed by GS1 US® to Requesting Company:

Transferring Company relinquishes all rights to the above identifiers in their entirety to Requesting Company. No subdivision of any identifiers has occurred, and Transferring Company will no longer use the identifiers with any of its products, services, or locations.

I am sending this to you as

Title:

of Transferring Company Full Legal Name:

As a duly authorized officer of Transferring Company at the time of the transaction, I am authorized to execute this letter on its behalf. If you have any questions or concerns, please contact me.

Regards,

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Signature

Full Name:

Title:

Transferring Company Full Legal Name:

Email Address:

Phone Number:

Signature Date:        /        /