
Patent Application Data Sheet Format
Guide for Submitting
Bibliographic Data for Patent Applications



C O N T E N T S

Revisions – Summary of Changes

The Data Entry Format Page 1

Application Information	Page	5
Applicant Information	Page	6
Correspondence Information	Page	7
Representative Information	Page	8
Domestic Priority Information	Page	9
Foreign Priority Information	Page	10
Assignee Information	Page	11

Data Entry Format Examples Page 12

Appendix A Page 26

Technical Characteristics of Documents

Appendix B Page 29

Guidance on Foreign Application numbering for Foreign Priority Claims

Appendix C Page 65

Guidance on Foreign Addresses

Paperwork Reduction Act Notice

This information collection is subject to the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501 *et seq.*), and has been reviewed by the Office of Management and Budget (OMB) under OMB control number 0651-0032 and is approved through October 30, 2002. This collection of information is required by 35 U.S.C. §§ 111, 112, 113, 115, 119, and 120. The Patent Application Data Entry Format is used by the public to submit bibliographic information to the USPTO. Use of this voluntary format allows the USPTO to process the bibliographic information easily and efficiently. This information will be treated confidentially in accordance with 35 U.S.C. § 122 and 37 C.F.R. § 1.14. It is estimated to take twelve minutes to review the user guide and submit the bibliographic information. The time may vary depending upon the needs of the individual case. Any comments on the amount of time you require to complete this format and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, D.C., 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Assistant Commissioner for Patents, Washington, D.C., 20231.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

REVISIONS – Summary of Changes

Version 1 of this Guide was widely distributed between April 1998, and October 1998. Version 2 was modified in December 1998. Based on suggestions and experience of applicants and USPTO's review of the effectiveness of the previous Patent Application Data Sheets already submitted by applicants, and recent changes to the USPTO rules of practice, the guidelines have been further revised. While these modifications will improve accuracy, previous Guide versions will still be acceptable until January 2002. Previous versions of the Guide will not be acceptable for Application Data Sheets filed on or after January 2002.

Application Data Sheets in compliance with this guide will satisfy the requirements of 37 CFR 1.76.

It is noted that 37 CFR 1.76(c)(2) states that a supplemental Application Data Sheet (ADS) may contain only information that is changed and added and that these guidelines recommend filing a complete ADS even when filing a supplemental ADS. A supplemental ADS containing only new or changed information is likely to confuse the record, creates unnecessary work for the Office, and is not recommended.

Version 3 & 4 revisions were so extensive that a summary of revisions would have been more confusing than useful. Version 4 eased the restrictiveness of many of the old format requirements and includes many new elements. Further, version 4 of this format covered follow-on and modified submissions of the Application Data Sheet after initial filing.

Version 5 makes one minor change. On p.10, under the Domestic Priority section, Continuity Type :: field, the type "a non-provisional of" has been changed to "an application claiming the benefit under 35 USC 119(e)". This has also been changed in the example on P. 19.

T H E D A T A E N T R Y F O R M A T

Patent Application Data Sheet Format

THE Patent Application Data Sheet is designed to more effectively turn a customer's paper document into an electronic USPTO data record.

Customers using the Patent Application Data Sheet can expect two advantages when applying for a patent:

1. Improved accuracy of filing receipts. The need for corrected filing receipts related to USPTO errors will be significantly reduced.
2. Accurately recorded application data. This will also reduce application prosecution delays and will improve the accuracy of bibliographic data in patent application publications.

The top of a Patent Application Data Sheet should begin with the heading:

Application Data Sheet

For bibliographic information, the format includes seven section headings:

Application Information

Applicant Information

Correspondence Information

Representative Information

Domestic Priority Information

Foreign Priority Information

Assignment Information

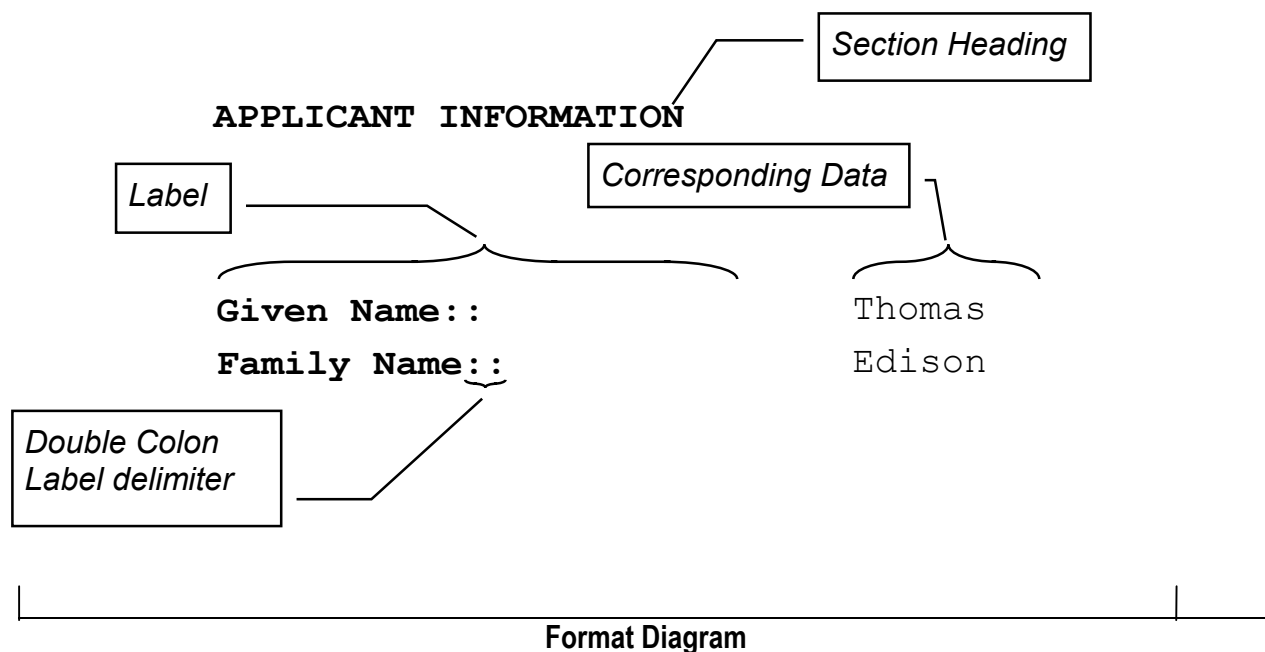
Every applicant should supply the information listed in the first three sections: **Application Information, Applicant Information, Correspondence Information**. In many cases the Application Data Sheet will be complete with just this information. An ADS must be clearly labeled, begin on a new page, and may not contain any other application data (i.e., abstract, amendments, transmittal letter, etc.).

Information identified in the **Representative Information, Domestic Priority Information, Foreign Priority Information** and **Assignee Information** sections will not necessarily apply to all applications.

For each section included in the patent application data sheet, the customer must type:

1. A section heading
2. A label for each data item which includes:
 - a. a double colon label delimiter
 - b. data corresponding to the label

See the format diagram below.



Any data for the application, which has a label in this Guide, should be included on the Application Data Sheet even if it duplicates data on other papers in the application.

Any section or label information which does not apply to the specifics of this application does not need to be listed on the Application Data Sheet. However, it may be included with the data portion left blank. For example, if there is no assignee, then do not include the **Assignment Information** section on the ADS.

Labels which are included with the data portion left blank will be interpreted to mean that there is no data for that label anywhere in the application.

Supplemental ADS Submissions

When submitting the Application Data Sheet supplemental to the initial filing of the application, to correct, modify, or augment the original Application data sheet, the following applies:

1. The supplemental Application Data Sheet should be labeled "Supplemental Application Data Sheet"
2. A full replacement copy of the original Application Data Sheet should be submitted with any changes or additions underlined. For deletions without replacement data, use ~~strikethrough~~.

3. The footer information should include the word “**Supplemental**” in place of “**Initial**” and should also contain the **Application Number** and **Filing Date**.

When preparing information in the Patent Application Data Sheet, keep these points in mind:

- The only section headings and labels that must appear on your Application Data Sheet are those for which you have corresponding data. You may include labels with blank data fields, if desired.
- Each section heading must be on a separate line.
- Each label must be on a separate line.
- Each item of data provided must start with a label to the left. In other words, if a single piece of information, such as title requires multiple lines, the first line must begin with its own label to the left.
- Section headings and labels must be typed exactly as designated in the format.
- Section headings and labels are not case sensitive. (*i.e., All capital letters or initial capitals are permitted.*)
- The corresponding data for each label must be limited to the maximum length stated in this Guide. **This limit include spaces and punctuation.**
- Technical Document Format requirements are listed in Appendix A.
- Document Footers should include page number, “**Initial**”, and date for Initial Applications.

The next pages explain in detail the format elements and how each should be entered.

Application Data Sheet Application Information

Application number:: 8 digits
Filing Date:: 8 characters, MM / DD / YY
Application Type:: Regular, Provisional, Reexamination, or Reissue Utility, Design, or Plant
Subject Matter::
Suggested classification:: No more than 40 characters
Suggested Group Art Unit:: No more than 6 characters
CD-ROM or CD-R?:: Table, Listing, or None
Number of CD disks:: No more than 3 digits
Number of copies of CDs:: No more than 2 digits
Sequence submission?:: CD or Paper
Computer Readable Form (CRF)?:: Yes or No
Number of copies of CRF:: No more than 2 digits
Title :: No more than 500 characters
Attorney Docket Number:: No more than 25 characters
Request for Early Publication?:: Yes or No
Request for Non-Publication?:: Yes or No
Suggested Drawing Figure:: No more than 4 characters
Total Drawing Sheets:: No more than 4 numbers
Small Entity?:: Yes or No
Latin name:: No more than 40 characters
Variety denomination name:: No more than 40 characters
Petition included?:: Yes or No
Petition Type:: No more than 40 characters
Licensed US Govt. Agency:: No more than 40 characters
Contract or Grant Numbers:: No more than 40 characters
Secrecy Order in Parent Appl.?: Yes or No

For supplemental data sheets only (after initial filing).

Enter the U.S. classification, by class and subclass, e.g., 280/736

Docket Number refers to any application identifier not more than 25 characters long, which is assigned by the attorney or agent or the inventor.

Enter the total number of sheets of drawings as a numeral

Only used for Plant Applications

Brief description of type of petition including appropriate authority (CFR, USC, MPEP, etc.)

Where a Government contractor retains U.S. domestic patent rights, the contractor is required to include the name of the U.S. Government agency and the Government contract number or grant number. (See MPEP § 310)

If non-publication is requested, must include signed statement certification under 35 USC 122(b)(2)(B)(i)

Enter the figure that is recommended to be used for any patent application publication of patent front page.

Rule 37 C.F.R. 5.2, states that if an invention has been determined to be a matter of national security, the Director of Patents & Trademarks has the right to keep the invention secret. Under the same rule, applicants are obligated to notify the Office of any related cases which the Commissioner has kept secret.

Applicant Information

The term Applicant as used in this section refers to a person who is either the inventor or is filing the application on behalf of the inventor under 42 U.S.C. 2457(a)(2) or 35 U.S.C. 117 or 35 U.S.C. 118.

Use one of the following:

- Inventor
- Assignee with 37 CFR 1.172 Interest
- U.S. Government Applicant
- Legal Representative
- Party of Interest under 35 USC 118

Use one of the following:

Full Capacity
Unknown
Deceased Inventor
Legally Incapacitated
Non-signing Inventor
Not Relevant

Applicant Authority Type:: No more than 50 characters

Primary Citizenship No more than 50 characters

Country::

Status::

For United States, type US. For countries other than the US, type the country name.

A **Given Name** refers to any or all names except for the last name or surname. Include a middle name or initial on this line, if desired.

Given Name:: No more than 50 characters

Middle Name:: No more than 50 characters

Family Name:: No more than 50 characters

Name Suffix:: No more than 10 characters

City of Residence:: No more than 40 characters

State or Province of Residence:: No more than 50 characters

Country of Residence:: No more than 50 characters

Street of mailing address:: No more than 50 characters per line, up to 2 lines

City of mailing address:: No more than 40 characters

State or Province of mailing address:: No more than 50 characters

Country of mailing address:: No more than 50 characters

Postal or Zip Code of mailing address:: No more than 20 characters

If the applicant resides in the U.S. or Canada, type the 2-character State or 3-character province abbreviation used when mailing a letter. Do not use this field for any other country.

A **Family Name** is the last name or surname.

A **Name Suffix** is an optional generational term added to the last name, such as Jr., Sr., III, etc.

If the applicant's mailing address is in the US or Canada, type the 2-character state or 3-character province abbreviation. For Japan, see Appendix C. Do not use this field for any other country.

Enter the mailing address of the Applicant here. The mailing address requested here is the location where the applicant receives mail. This was previously identified as postal address.

For locations outside the U.S., type the country name.

NOTE: Repeat this information for each inventor or other applicant. Non-Inventor applicant information such as legal representative of a deceased inventor should follow the inventor(s) for whom the applicant is acting.

Correspondence Information

<p>You may simply indicate a USPTO Customer Number under this heading. A Customer Number will provide all of the remaining data needed in this section.</p>	<p>Correspondence Customer Number ::</p>	<p>No more than 9 digits</p>	<p>If you provide a valid USPTO Customer Number under this heading, be certain it is associated with your <u>correspondence information</u>.</p>
<p>If the mailing address is in the US or Canada, type the 2-character state or 3-character province abbreviation. For Japan, see Appendix C. <u>Do not use this field for any other country.</u></p>	<p>Name::</p>	<p>No more than 50 characters</p>	<p>When your valid <u>Correspondence Customer Number</u> is provided, omit these labels entirely.</p>
	<p>Street of mailing address::</p>	<p>No more than 50 characters per line, up to 2 lines</p>	
	<p>City of mailing address::</p>	<p>No more than 40 characters</p>	
	<p>State or Province of mailing address::</p>	<p>No more than 50 characters</p>	
	<p>Country of mailing address::</p>	<p>No more than 50 characters</p>	
	<p>Postal or Zip Code of mailing address::</p>	<p>No more than 20 characters</p>	
<p>For locations outside the U.S., type the country name.</p>	<p>Phone number::</p>	<p>No more than 40 characters per line</p>	
	<p>Fax Number:</p>	<p>No more than 40 characters per line</p>	
	<p>E-Mail address::</p>	<p>No more than 64 characters per line</p>	
			<p>Please provide <u>no more than three (3) phone numbers, two(2) fax numbers and three(3) e-mail addresses</u> Separate each by a comma.</p>

NOTE: For information concerning the Customer Number practice, see the notice "Extension of the Payor Number Practice (Through Customer Numbers) to matters Involving Pending Patent Applications," published in the *Federal Register* at 61 *Fed. Reg.* 54622 (October 21, 1996), and in the *Official Gazette* at 1191 *Off. Gaz. Pat. Office* 187 (October 29, 1996).

This section modifies the general format of the Application Data Sheet to facilitate an easier documentation of Representative Information in a tabular form.

Representative Information

Your Customer Number will provide all of the data required under this heading.

If you provide a valid USPTO Customer Number here, be certain it is associated with your representative information.

Representative Customer Number::	No more than 9 digits	
---	-----------------------	--

-OR-

If a Customer Number is not indicated, identify each representative's registration number with a designation of *Primary* or *Associate*., and the representative's name.

If a Customer Number is supplied, do not provide any individual registration numbers.

Note: Providing this information in the ADS does not constitute a power of attorney or authorization of agent in the application. See 37 CFR 1.76(b)(4).

Representative Designation::	Registration Number::	Representative Name::
<i>Primary or Associate</i>	No more than 5 digits	No more than 50 characters

This section modifies the general format of the Application Data Sheet to facilitate an easier documentation of Domestic Priority in a tabular form.

Domestic Priority Information

Application ::	Continuity Type::	Parent Application::	Parent Filing Date::
		<i>no more than 20 characters</i>	<i>8 characters, MM / DD / YY</i>

Enter **This Application** if the priority applies directly to the application being filed.

Enter the Application Number if the priority refers to a previously filed application, which is in turn related to the application being filed.

Enter the Parent Application number on which priority is claimed.

Enter one of the following:

Continuation of
Continuation-in-part of
Division of
An application claiming the benefit under 35 USC 119(e)
National Stage of
Reissue of
Reexamination of
Substitution for

NOTE: Use a new line for each priority claimed

NOTE: Providing the domestic priority information on the ADS satisfies the specific reference requirement of 35 U.S.C. 119(e) and 120 (e.g. if an ADS includes reference to a prior U.S. application, the first sentence of the specification does not need to be amended to contain the specific reference). See 37 CFR 1.76(b)(5)

This section modifies the general format of the Application Data Sheet to facilitate an easier documentation of Foreign Priority in a tabular form.

Foreign Priority Information

Country::	Application number::	Filing Date::	Priority Claimed::	
<i>up to 50 characters</i>	<i>up to 20 characters</i>	<i>8 characters, MM / DD / YY</i>	<i>Yes or No</i>	

See Appendix B for specific instructions on the correct numbering, by country, of Foreign patent applications.

Although prior foreign applications that are not relied upon for priority may be included in an application data sheet (see 37 CFR 1.63(c)(2)), it is desirable for such an application to be addressed in the declaration instead.

NOTE: *Use a new line for each priority claimed*

NOTE: *Providing foreign priority information in the Application Data Sheet constitutes the claim for foreign priority required by 35 U.S.C. 119(b) and 37 CFR 1.55(a).*

Assignee Information should be provided on the Application Data Sheet only for the purpose of indicating what should be printed on the Published application. The address information is optional.

Assignee Information

If the mailing address is in the US or Canada, type the 2-character state or 3-character province abbreviation. For Japan, see Appendix C. Do not use this field for any other country.

For locations outside the U.S., type the country name.

Assignee name:: No more than 50 characters
Street of mailing address:: No more than 50 characters per line, up to 2 lines
City of mailing address:: No more than 40 characters
State or Province of mailing address:: No more than 50 characters
Country of mailing address:: No more than 50 characters
Postal or Zip Code of mailing address:: No more than 20 characters

This includes the name (either individual person or jurastic entity (organization name)) of the assignee or the entire right title and interest in an application.

NOTE: If there is more than one assignee, this information should be repeated for each one.

NOTE: Assignment information provided on an ADS **will not** be officially recorded for this application. Assignment Information is considered recorded when submitted as provided in Title 37, Section 3. Assignment information submitted on an ADS only results in the assignment information being included on the patent application publication.

D A T A E N T R Y F O R M A T E X A M P L E S

[The header and footer information and pagination could not be shown in the examples directly but is included at the end of each example]

Example 1 (Initial ADS for an application with one inventor having representation)

Application Data Sheet

Application Information

Application Type::	Regular
Subject Matter::	Utility
Suggested Classification::	280/7
Suggested Group Art Unit::	1640
CD-ROM or CD-R?	None
Title::	Handling and Eating Utensils for use with Broiled or Boiled Mussels and other Shellfish that inhabit the various cold water, non-coastal areas of the Ocean continental shelf.
Attorney Docket Number::	Jones01-2349
Request for Early Publication?::	No
Request for Non-Publication?::	No
Suggested Drawing Figure::	7
Total Drawing Sheets::	6
Small Entity::	No
Petition included?::	No
Secrecy Order in Parent Appl.?::	No

Applicant Information

Applicant Authority type::	Inventor
----------------------------	----------

Primary Citizenship Country: US
 Status:: Full Capacity
 Given Name:: Maximillian
 Middle Name:: Algonquin
 Family Name:: Katch
 City of Residence:: Falls Church
 State or Province of Residence:: VA
 Country of Residence:: US
 Street of mailing address:: 716 My Place
 Apt. 3
 City of mailing address:: New York
 State or Province of mailing address:: NY
 Postal or Zip Code of mailing address:: 10013

Correspondence Information

Name:: Mister Jones & Associates
 Street of mailing address:: 875 Busy Avenue
 Suite 740
 City of mailing address:: New York
 State or Province of mailing address:: NY
 Postal or Zip Code of mailing address:: 10012
 Telephone:: (212) 555-9283, (212)555-9300
 Fax:: (212) 555-4321

Representative Information

Representative Designation::	Registration number::	Name::
------------------------------	-----------------------	--------

Patent Application Data Sheet Format -- Bibliographic Data

Primary	99001	Franklin D. Harbour, Esq.
Associate	99143	Seymour O. Clock
Associate	79023	Theold Mann

[This application has no priority claims or assignee data]

ADS creation
date

Page # 3

Initial 03/21/01

Example 2 (Initial ADS for an application with Independent Inventors without representation)

Application Data Sheet

Application Information

Application Type:: Regular
 Subject Matter:: Utility
 Suggested Classification:: 410/167.8
 Suggested Group Art Unit:: 3210
 CD-ROM or CD-R? None
 Title:: Safety Belt for a skateboard
 Attorney Docket Number:: A4Z01
 Request for Early Publication?:: No
 Request for Non-Publication?:: No
 Suggested Drawing Figure:: 1
 Total Drawing Sheets:: 2
 Small Entity:: Yes
 Petition included?:: No
 Secrecy Order in Parent Appl.?:: No

Applicant Information

Applicant Authority type:: Inventor
 Primary Citizenship Country: US
 Status:: Full Capacity
 Given Name:: Mach
 Middle Name:: A
 Family Name:: Speed
 City of Residence:: Akron
 State or Province of Residence:: OH
 Country of Residence:: US
 Street of mailing address :: Oberstrasse 17/2a
 Muchstadt
 Page #1 Initial 03/21/01
 City of mailing address:: Skieff

Country of mailing address:: Austria
Postal or Zip Code of mailing address:: Zonas 143
Applicant Authority type:: Inventor
Primary Citizenship Country: US
Status:: Full Capacity
Given Name:: Ethel
Middle Name:: Ogosh
Family Name:: Propell
City of Residence:: Cleveland
State or Province of Residence:: OH
Country of Residence:: US
Street of mailing address:: 415 Mappgas Street
City of mailing address:: Cleveland
State or Province of mailing address:: OH
Postal or Zip Code of mailing address:: 14332

Correspondence Information

Name:: Ms. Ethel O. Propell
Street of mailing address:: P.O. Box 7345
Central Station
City of mailing address:: Cleveland
State or Province of mailing address:: OH
Postal or Zip Code of mailing address:: 14343
Telephone:: (367) 407-7865
E-Mail address:: Fastone@aol.com

[This application has no priority claims or assignee data]

Country of Residence:: US
 Street of mailing address:: RR 317 Box 15
 City of mailing address:: Lincoln
 State or Province of mailing address:: NE
 Postal or Zip Code of mailing address:: 98765

Correspondence Information

Correspondence Customer Number:: 999999

Representative Information

Representative Customer Number:	123444
---------------------------------	--------

Domestic Priority Information

Application::	Continuity Type:	Parent Application::	Parent Filing Date::
This Application	Continuation of	09/912,354	01/22/98
09/912,354	<i>An application claiming the benefit under 35 USC 119(e)</i>	60/878265	06/07/97

Foreign Priority Information

Country::	Application Number::	Filing Date::	Priority Claimed::
France	FR199702347	07/23/97	Yes

Assignee Information

Assignee Name:: International Harvester, INC.

Example 4 (modified Example 2 - Initial ADS for an application with 2 Inventors, one deceased, a legal representative of the deceased inventor but no attorney or agent of record.)

Application Data Sheet

Application Information

Application Type:: Regular
 Subject Matter:: Utility
 Suggested Classification:: 410/167.8
 Suggested Group Art Unit:: 3210
 CD-ROM or CD-R? None
 Title:: Safety Belt for a skateboard
 Attorney Docket Number:: A4Z01
 Request for Early Publication?:: No
 Request for Non-Publication?:: No
 Suggested Drawing Figure:: 1
 Total Drawing Sheets:: 2
 Small Entity:: Yes
 Petition included?:: No
 Secrecy Order in Parent Appl.?:: No

Applicant Information

Applicant Authority type:: Inventor
 Primary Citizenship Country: US
 Status:: Full Capacity
 Given Name:: Mach
 Middle Name:: A
 Family Name:: Speed
 City of Residence:: Akron
 State or Province of Residence:: OH
 Country of Residence:: US
 Street of mailing address :: Oberstrasse 17/2a
 Muchstadt

Page # 1 Initial 03/21/01

City of mailing address:: Skieff

Country of mailing address:: Austria
 Postal or Zip Code of mailing address:: Zonas 143
 Applicant Authority type:: Inventor
 Primary Citizenship Country: US
 Status:: Deceased Inventor
 Given Name:: Ethel
 Middle Name:: Ogosh
 Family Name:: Propell
 Applicant Authority type:: Legal Representative
 Primary Citizenship Country: US
 Status:: Full Capacity
 Given Name:: Karin
 Middle Name:: Tippon
 Family Name:: Propell
 City of Residence:: Cleveland
 State or Province of Residence:: OH
 Country of Residence:: US
 Street of mailing address:: 415 Mappgas Street
 City of mailing address:: Cleveland
 State or Province of mailing address:: OH
 Postal or Zip Code of mailing address:: 14332

Correspondence Information

Name:: Ms. Karin T. Propell
 Street of mailing address:: P.O. Box 7345
 Central Station
 City of mailing address:: Cleveland
 State or Province of mailing address:: OH
 Postal or Zip Code of mailing address:: 14343
 Telephone:: (367) 407-7865
 E-Mail address:: Fastone@aol.com

[This application has no priority claims or assignee data

Note: A supplemental ADS does not alone change the power of attorney in a application.

Application Information

Application Number:: 09/998,345
 Filing Date:: 03/28/01
 Application Type:: Regular
 Subject Matter:: Utility
 Suggested Classification:: 280/7
 Suggested Group Art Unit:: 1640
 CD-ROM or CD-R? None
 Title:: Handling and Eating Utensils for use with
 Broiled or Sautéed Mussels and other Shellfish
 that inhabit the various cold water, non-coastal
 areas of the Ocean continental shelf.

Attorney Docket Number:: Jones01-2349
 Request for Early Publication?:: No
 Request for Non-Publication?:: No
 Suggested Drawing Figure:: 7
 Total Drawing Sheets:: 6
 Small Entity:: No
 Petition included?:: No
 Secrecy Order in Parent Appl.?:: No

Applicant Information

Applicant Authority type:: Inventor

Page #1 Supplemental 09998345 03/21/01 05/27/01

Primary Citizenship Country: US
 Status:: Full Capacity
 Given Name:: Maximillian
 Middle Name:: Algonquin

Family Name:: Katch
 City of Residence:: Falls Church
 State or Province of Residence:: VA
 Country of Residence:: US
 Street of mailing address:: 716 My Place
 Apt. 3
 City of mailing address:: New York
 State or Province of mailing address:: NY
 Postal or Zip Code of mailing address:: 10013

Correspondence Information

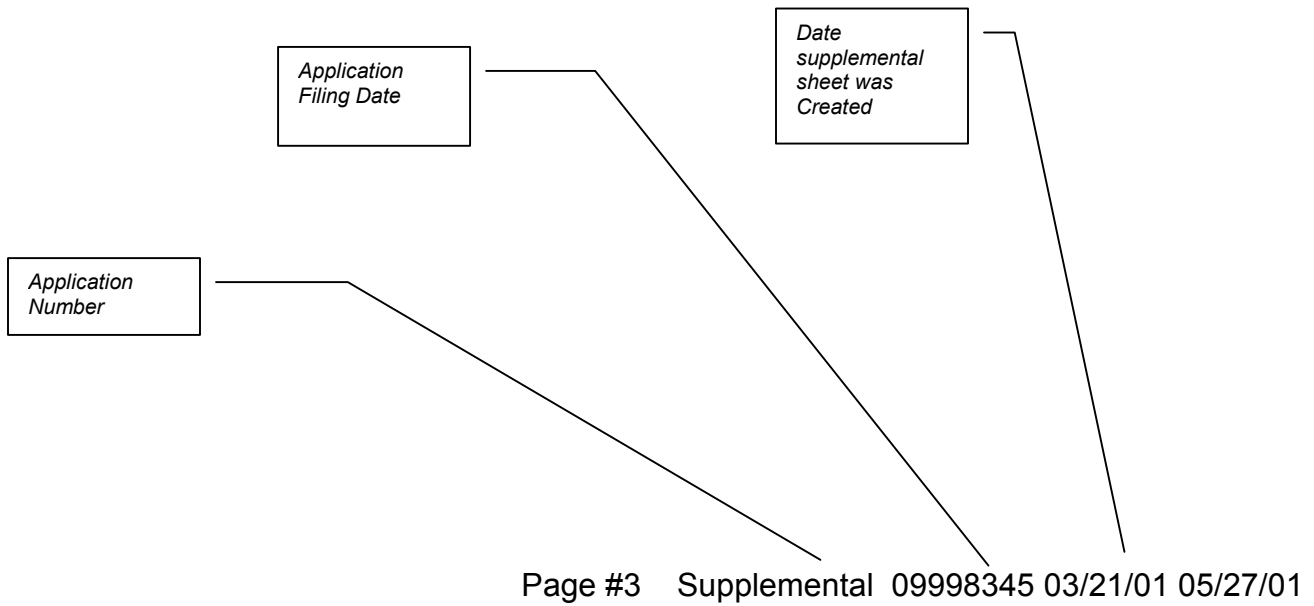
Name:: Mister Jones & Associates
Street of mailing address:: 1201 Avenue of the Americas
Suite 1506
City of mailing address:: Brunswick
 State or Province of mailing address:: NY
Postal or Zip Code of mailing address:: 10034
Telephone:: (217) 545-9100
Fax:: (217) 545-9120

Representative Information

Representative Designation::	Registration number::	Name::
Primary	99001	Franklin D. Harbour, Esq.
Associate	99143	Seymour O. Clock

Associate	79023	Theold Mann
-----------	-------	-------------

[This application has no priority claims or assignee data]



A P P E N D I X A

Technical Characteristics of the Application Data Sheet Format

THE following guidelines have been established to minimize errors in the scanning and text conversion of patent application information.

1. Paper Characteristics

General Requirements

No ADS shall include:

- wrinkles or creases
- rolls or folds
- erasures
- alterations
- overwriting
- printing on the reverse side of the paper
- staples
- non-white or thermal or fax paper
- handwriting

Specific Requirements

Paper Size

Required: 8.5 x 11 inch or A4 (210 mm x 297 mm)

Not permitted: Legal (8.5 x 14 inch) or any other size

2. Typography used in documents

General requirements

The characters should be created with a word processor or typewriter. Hand written characters are not permitted.

Specific requirements

Font/Character size

Recommended: 12 point or larger

Fonts

Recommended: Courier, Arial, Univers

Not Recommended:

OCR-A, OCR-B, Times New Roman, Gothic

Font Styles and Effects

Permitted: All capitals, upper and lower case, bold.
Underlining & strikeout only permitted on supplemental
Application Data Sheet submissions.

Not permitted: Italic, small capitals, no shading or highlighting, reverse or negative printing.

Special Characters

Greek characters, mathematical characters, superscripts and subscripts are **not permitted**, except in the Title, Inventor Name, and Assignee Name fields.

NOTE:

- The numeral key "1" should be used for the number "one", and the letter key "l" should be used for the letter "ell."
- The letter key "O" should be used for the letter "O" and the numeral key "0" should be used for the numeric zero.
- The "@" symbol is required in an e-mail address.

3. Document Format

Margins

8.5 x 11 inch paper -
top: 1.25 inch (30 mm)
left side: 1.0 inch (25 mm)
right side: 0.75 inch (20 mm)
bottom: 0.75 inch (20 mm)

A4 paper -

top: 30 mm (1.25 inch)
left side: 25 mm (1.0 inch)
right side: 20 mm (0.75 inch)
bottom: 20 mm (0.75 inch)

Orientation

Required: Portrait - each page will be used in an upright position (i.e., short side at the top and bottom)

Not permitted: Landscape

Line Spacing

1.5 or double spacing

Hyphenation and Word Splitting

Hyphenations are permitted within a line, but not across lines. Word splitting at the end of a line by the use of hyphens is not permitted.

Page Numbering

All sheets shall be numbered in consecutive Arabic numerals. (e.g.: 1, 2, 3) Page numbers shall be located at the bottom center of each page.

Page Justification

All text will be left-justified. Right justification and full justification are not permitted.

4. Other Patent Application Data Sheet guidelines:

- **No** express mail stamps or certificates of mailing which obscure the data
- **No** extraneous typed, written information, or labels which obscure the data
- **No** line numbering
- **No** extraneous typed, written information, or labels in the left margin

A P P E N D I X B

Guidance on Foreign Application numbering for Foreign Priority Claims

The Appendix is provided to assist applicants in identifying foreign priority documents in a clear, unambiguous manner. The two tables provided are found in the WIPO (World Intellectual Property Organization) Handbook on Industrial Property Information and Documentation, specifically Standard ST. 10/C. The countries within the tables are divided into two categories which include (1) countries or organizations which have annual series of application numbers and (2) countries or organization which have other than annual series of application numbers. Numerous examples are provided within the tables.

By identifying the documents in a manner consistent with the tables, applicants can help the United States Patent and Trademark Office clearly identify the claim for foreign priority on the Application Data Sheet or other documents such as the oath or declaration.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
AT (AUSTRIA)	A 1234/95	A 1234/95	1234/95	A = letter code characterizing a patent application number.
	GM 123/95	GM 123/95	123/95 U	GM = letter code characterizing a utility model application number. An annual number sequence in ascending order starting with 1 is used both for patent applications and utility model applications.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
BE (BELGIUM)	9200547	9200547	9200547	<p>Numbering system used for all applications filed since January 1, 1987.</p> <p>Continuous numbering system according to the filing date; the first two digits indicate the last two numbers of the year of filing of the application.</p>
BR (BRAZIL)	<p>10432/72 (old numbering system)</p> <p>PI 8300014-3 (new numbering system)</p> <p>MU 6100132-2</p>	<p>10432/72</p> <p>8300014</p> <p>6100132</p>	<p>10432/72</p> <p>8300014</p> <p>6100132 U</p>	<p>Numbering system used from 1972 to 1975.</p> <p>Numbering system introduced from 1975. The letters preceding the number denote the type of industrial property right:</p> <p>PI = invention; MU = utility model.</p> <p>The first two digits indicate the last two numbers of the year of filing of the application and the type of industrial property right. The first digit denotes the number of the decade minus a control digit which is different for various kinds of documents, e.g., for PI-0, MU-2. Digits in positions 3 to 7 denote the serial number of the application given by the Brazilian Office. The digit in the last position is an error control digit.</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
CH (SWITZERLAND)	01234/96-2	1234/96	1234/96	The two digits after the slash indicate the last two numbers of the year of filing of the application. The figure after the dash is a check digit.
CS (CZECHOSLOVAKIA) (former)	PV 3628-72	3628-72	3628-72 or 3628/72	PV is an abbreviation meaning "application for protection of an invention."
CU (CUBA)	1/85 (new numbering system)	1/85	1/85	As from 1985 an annual numbering system for applications is used. The two digits following the slash represent the last two digits of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
DE (GERMANY)	P 24 50 490.3-34 (old numbering system)	24 50 490	24 50 490	Old numbering system: P = letter code indicating a patent application number. The first two numerals represent the year of filing reduced by 50. The first digit after the full stop is a check digit. The two digits following the dash indicate the examination division in charge. The numerals 1 to 5 in the third position of the number indicate a national application. Used until the end of 1994.
	P 28 60 001.3 (old numbering system)	28 60 001		The numerals 6 to 8 in the third position indicate a patent granted by the EPO. Used for patents for which applications had been filed with the EPO until the end of 1988.
	P 33 90 001.9-25 (old numbering system)	33 90 001		The numeral 9 in the third position indicates a PCT application. Used until the end of 1994.
	G 94 00 001.8 (old numbering system)	94 00 001	94 00 001 U	G = letter code indicating utility model applications. The first two numerals represent the last two numbers of the year of filing of the application. Used until the end of 1994.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
DE (cont'd)	195 00 002.1	195 00 002	195 00 002	<p>New numbering system: The numerals in the second and third positions indicate the last two numbers of the year of filing of the application. The numeral in the first position indicates the type of industrial property right:</p> <p>1 = national patent applications, PCT applications with Germany as a designated State and applications for SPCs (used since 1995). The range 75001 to 79999 each year is reserved for SPCs. The numerals 8 and 9 in the fourth position indicate PCT applications;</p>
	295 00 001.5	295 00 001	295 00 001 U	<p>2 = utility model applications and topographies (used since 1995). The range 00001 to 75000 each year is reserved for utility models, the range 75001 to 79999 relates to topographies, the range 80001 to 99999 to PCT applications;</p>
	589 00 001.2	589 00 001		<p>5 = patents granted by the EPO, filed in German (used for applications filed with the EPO from 1989);</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	689 00 001.4	689 00 001		6 = patents granted by the EPO, filed in English or French (used for applications filed with the EPO from 1989). The last digit in position 9 after the dot is a check digit.
DK (DENMARK)	2986/68 (old numbering system) 9500242 (old numbering system)	2986/68 9500242	2986/68 9500242 U	Numbering system for patent applications. The two digits after the oblique stroke indicate the last two numbers of the year of filing of the application. Used until the end of 1997. Numbering system for utility model applications. The first two digits indicate the last two numbers of the year of filing of the application. Used until the end of 1997.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
DK (cont'd)	PA 1998 01234 BA 1998 00123	PA 1998 01234 BA 1998 00123	1998 01234 1998 00123 U	New numbering system as from 1998 where the letters PA indicate a patent application and BA a utility model application. The numerals in the third to sixth positions represent the year of filing of the application and the last five numerals represent a serial number assigned to the application. The letter codes PA and BA will not appear on the first pages of the published documents.
EC (ECUADOR)	SP 94-1046 SMU.94-033	94-1046 SMU.94-033	94-1046 or 94/1046 94-033 U	The first two digits indicate the last two numbers of the year of filing of the patent or utility model application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
EE (ESTONIA)	U 94 00001	9400001	9400001 U	Numbering system introduced in 1994. The first two digits of the number indicate the last two digits of the year of filing of the application. Digits in positions 3 to 7 denote the serial number of the application given by the receiving office. U = letter code characterizing a utility model application.
EG (EGYPT)	541/88 (old numbering system) 1996010001 (new numbering system)	541/88 1996010001	541/88 1996010001	Numbering system used for patent applications. The two digits after the slash represent the last two digits of the year of filing of the application. In the new numbering system, the year and month of filing of the application are indicated in positions 1 to 6 (e.g., January 1996 in the sample). Digits in positions 7 to 10 denote the serial number of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
EP (EUROPEAN PATENT OFFICE)	79100953.3	79100953	79100953	The first two digits indicate the last two numbers of the year of filing of the application. The third and fourth digits denote the place of filing. Digits in positions 5 to 8 denote the serial number of the application given by the receiving office. The digit in the last position is an error check digit.
ES (SPAIN)	P 8802029 (0)	8802029	8802029	New application numbering systems for patents and utility models were introduced in 1986.
	U 8900627 (5)	8900627	8900627 U	The letters P and U denote the type of industrial property right: P = patent for invention, U = utility model. The first two digits indicate the last two numbers of the year of filing of the application. The digit in brackets is used for computer control.
FI (FINLAND)	3032/73 (old numbering system)	3032/73	3032/73	-
	834567 (new numbering system)	834567	834567	New numbering system introduced on January 1, 1975. The first two digits indicate the last two numbers of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	U951234 (new numbering system)	951234	951234 U	Utility models: the first two digits indicate the last two numbers of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
FR (FRANCE)	73.19342	73.19342	73.19342	Old style of presentation. Numbering system introduced for patent applications filed as from January 1969.
	96 11800	96 11800	96 11800	Deletion of the intermediary full stop from this number onwards. The number is formed of the last two figures of the year followed by a five-figure serial number (annual series). This number is the "national registration number" allocated on filing of an application which then also constitutes the number of the granted patent. Note: in the databases, the space after the year digits is deleted.
GB (UNITED KINGDOM)	41352/70 (old numbering system)	41352/70	41352/70	Numbering system according to the old 1949 Patents Act.
	8015674 (new numbering system)	8015674	8015674	New numbering system introduced according to the new 1977 Patents Act. The first two digits of the number represent the last two digits of the year of filing of the application.
GR (GREECE)	960100177 960200188	960100177 960200188	960100177 960200188 U	Numbering system introduced on January 1, 1988. The first two digits of the number represent the last two digits of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
				<p>In positions three and four, the type of industrial property right is coded:</p> <p>01 = patent application, 02 = utility model application.</p> <p>The last five digits represent the serial number of the application.</p> <p>From 1985 to 1987, a different annual numbering system was used (two digits to denote the year of filing and four digits for the serial number).</p>
<p>HU (HUNGARY)</p>	<p>39 55/81 (old numbering system)</p> <p>P 9300684 (new numbering system)</p> <p>U 9300266 (new numbering system)</p>	<p>39 55/81</p> <p>P 9300684</p> <p>U 9300266</p>	<p>39 55/81</p> <p>9300684</p> <p>9300266 U</p>	<p>Numbering system introduced in 1980. The last two digits indicate the last two numbers of the year of filing of the application.</p> <p>New numbering system introduced in 1992. P = letter code characterizing a patent application as well as an application for a plant patent.</p> <p>U = letter code characterizing a utility model application. The first two digits indicate the last two numbers of the year of filing of the application.</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
IE (IRELAND)	1152/69 (old numbering system)	1152/69	1152/69	Numbering system used until the end of 1991.
	920002 (new numbering system)	920002	920002	Numbering system as from January 1, 1992. The first two digits of the number represent the last two digits of the year of filing of the application and the rest constitute a rising annual series with leading zeros.
	S922656 (new numbering system for short-term Patent Applications)	S922656	S922656	In the above annual series, as from August 1, 1992, i.e., the date of commencement of the 1992 Patents Act, short-term Patent Applications are distinguished from the rest by prefixing their numbers with the letter "S."
IN (INDIA)	643/58	643/58	643/58	-

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
<p>IT (ITALY) Until December 31, 1990</p>	19001 A/73	19001 A/73	19001/73	A = letter code characterizing a patent application.
	20401 B/73	20401 B/73	20401/73 U	B = letter code characterizing a utility model application.
<p>From January 1, 1991</p>	MI91A000231 MI94U000225	MI91A0231 MI94U0225	MI91A0231 MI940225 U	<p>Patent applications and utility model applications were numbered in parallel series. The letter is essential for identifying the applications.</p> <p>Each year a block of application numbers was allotted to each of the 93 provincial bureaus (UPICA) where patent applications can be filed. In 1973, 90,000 numbers were distributed for patent applications whereas a total of 30,000 applications was expected to be filed, and 70,000 numbers were distributed for utility model applications. As a result the number series contain about 100 gaps.</p>
				<p>MI = two-letter code of the Provincial Office for Industry, Commerce and Handicraft (<i>Ufficio Provinciale Industria, Commercio e Artigianato—UPICA</i>) where the application was filed (e.g., MI stands for Milan).</p> <p>91 and 94 = last two digits of the year of filing of the application.</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
<p>IT From January 1, 1991 (cont'd)</p>				<p>A = letter code characterizing a patent application and U a utility model application. (C = trademark application, O = ornamental model or multiple filing.)</p> <p>000231 and 000225 = current numbers. Each UPICA starts its own annual numbering series for each kind of application every year with number 1; there are about 100 numbering series for patent applications, and both the application code and the UPICA code are essential for correct identification.</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
JP (JAPAN)	特願昭46-69807	46-69807	46-69807 or 46/69807	The first two symbols characterize a patent application. The third symbol relates to the Emperor's reign. The first two digits (before the dash) indicate the year of the Emperor's reign in which the application was filed. Number 46 refers to the SHOWA era and indicates the year 1971.
	特願平 3-180893	3-180893	3-180893 or 3/180893	The second example shows a patent application filed under the HEISEI era, which started in 1989, and indicates, with the figure 3, the filing year 1991.
	実願平 5-55143	5-55143	5-55143 U or 5/55143 U	The first two symbols characterize a utility model application. The third symbol relates to the Emperor's reign. The first digit (before the dash) indicates the year of the Emperor's reign in which the application was filed. Digit 5 refers to the HEISEI era and indicates the year 1993.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
KE (KENYA)	KE/P/92/00065	92/00065	92/00065	Application numbers for patents and utility models consist of the country code, a slash, letter P indicating that it is an application
	KE/UM/93/0000 1	93/00001	93/00001	for a patent (or letters UM indicating that it is an application for a utility model certificate), a slash, a two-digit indication of the year in which the application was first filed in Kenya, a slash and a five-digit number allotted in sequential order.
KG (KYRGYZ- STAN)	950012.1 950009.2	950012.1 950009.2	950012 950009 U	The first two figures indicate the last two numbers of the year of filing of the application. The following 4-digit number indicates the serial number of the application. The figure after the dot indicates the type of industrial property right (1 = patent for invention, 2 = utility model).
KR (REPUBLIC OF KOREA)	특허 95- 012345	95-012345	95-012345 or 95/012345	The first two symbols characterize a patent application.
	특허 95- 701234	95-701234	95-701234 or 95/701234	The first two digits before the dash indicate the year of filing of the application. A serial number greater than 700000 indicates a PCT application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	<p>실용 95-012345</p> <p>실용 95-701234</p>	<p>95-012345</p> <p>95-701234</p>	<p>95-012345 U or 95/012345 U</p> <p>95-701234 U or 95/701234 U</p>	<p>The first two symbols characterize a utility model application.</p> <p>The first two digits before the dash indicate the year of filing of the application.</p> <p>A serial number greater than 700000 indicates a PCT application.</p>
KZ (KAZAKH-STAN)	<p>951117.1</p> <p>95025.2</p>	<p>951117.1</p> <p>95025.2</p>	<p>951117</p> <p>95025 U</p>	<p>The first two digits designate the last two numbers of the year of filing of the application.</p> <p>The group of digits following the year of filing of the application and comprising three or four digits represents the sequential number of the application for a utility model or an invention. The digit after the full stop is a control digit which indicates the type of industrial property right: 1 = patent for invention, 2 = utility model.</p>
LT (LITHUANIA)	<p>95-014</p>	<p>95-014</p>	<p>95-014</p>	<p>Numbering system introduced on January 1, 1995.</p> <p>The first two digits (before the dash) indicate the last two numbers of the year of filing of the patent application.</p>

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
MD (REPUBLIC OF MOLDOVA)	94-0287	94-0287	94-0287	The first two digits (before the dash) indicate the year of filing of the patent application. The four digits following the dash denote the serial number of the application.
MK (THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA)	II 104/93	II 104/93	104/93	The letter code preceding the number denotes the type of industrial property right (II = patent for invention, as well as plant patent). The figure before the slash represents the serial number. The last two digits indicate the year of filing of the application.
MX (MEXICO)	9504146 (present numbering system)	9504146	9504146	The first two digits denote the last two numbers of the year of filing of the application and the last five the serial number of the application.
NL (NETHERLANDS)	7015038 (old numbering system)	7015038	7015038	The first two digits indicate the last two numbers of the year of filing of the application. New numbering system introduced on April 1, 1995 (see Table II).
NO (NORWAY)	1748/70 (old numbering system)	1748/70	1748/70	The last two digits indicate the last two numbers of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	740001 (new numbering system)	740001	740001	New numbering system introduced on January 1, 1974. The first two digits indicate the last two numbers of the year of filing of the application.
PK (PAKISTAN)	10131/65	1031/65	1031/65	-
RO (ROMANIA)	92-0884	92-0884	92-0884	Numbering system introduced on January 21, 1992. The first two digits represent the last two digits of the year of filing of the application. The digits after the dash constitute a rising serial number with leading zeros.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
RU (RUSSIAN FEDERATION)	92005240 (old numbering system)	92005240	92005240	Numbering system used from 1992 to 1995. The first two digits of the number indicate the last two numbers of the year of filing of the application.
	95103445 (new numbering system)	95103445	95103445	Numbering system introduced from 1995. The first two digits indicate the last two numbers of the year of filing of the application. The third digit indicates the type of industrial property right: 1 – 4 = invention and utility model.
SE (SWEDEN)	16414/70 (old numbering system)	16414/70	16414/70	-
	7300001-0 (new numbering system)	7300001	7300001	New numbering system introduced as from January 1, 1973. However, some applications filed before 1973 have been renumbered according to the new numbering system, i.e., the number 16414/70 has become 7016414-8. The first two digits indicate the last two numbers of the year of filing of the application. The digit after the dash is used for computer control.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
SI (SLOVENIA)	9300393	9300393	9300393	The first two digits indicate the last two numbers of the year of filing of the application. The third digit denotes the type of industrial property right and place of filing: 0 – 4 = patents and short-term patents. The last four digits denote the serial number of the application.
SK (SLOVAKIA)	PV 1234-95 PÚV 123-95	1234-95 123-95	1234-95 123-95 U	PV is an abbreviation meaning “application for protection of an invention.” The last two digits indicate the last two numbers of the year of filing of the application. PÚV is an abbreviation meaning “application for protection of a utility model.” The last two digits indicate the last two numbers of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
TJ (TAJIKISTAN)	96000375	96000375	96000375	Patent application.
	9600001	9600001	9600001 U	Utility model application. The first two digits indicate the last two numbers of the year of filing of the application. Digits in positions 3 to 8 denote the serial number of the application. The numbering system was introduced in 1993.
TM (TURKMENISTAN)	07/100895N	07/100895	07/100895	New numbering system introduced as from January 1, 1997. The figure before the slash indicates the year of filing of the application (07 means 1997). The numeral after the slash denotes the type of industrial property right (1 = patent for invention). The last three numerals represent the serial number of the application. The digits in positions two and three, after the slash, are not yet used by the TM Office. The letter N is used to denote applications filed by non-residents.
TT (TRINIDAD AND TOBAGO)	164 of 1971 (old numbering system)	164 of 1971	164/1971 or 164/71	Numbering system for patent applications prior to 1996.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	960010	960010	960010	Numbering system for patent applications introduced from 1996.
UA (UKRAINE)	94051272	94051272	94051272	The first two digits of the number indicate the last two numbers of the year, and the subsequent two digits the month, of filing of the application.
UZ (UZBEKI-STAN)	IHAP9200019.1 IHDP9200014.1 FMGU9500009. 1	IH9200019 IH9200014 FM9500009	9200019 9200014 9500009 U	Patent application. Application for a preliminary patent. Utility model application. The first two letters indicate the type of industrial property right followed by two letters denoting the type of protection document (IH = patent for invention, FM = utility model, AP = patent, DP = preliminary patent, GU = utility model certificate). The first two digits denote the last two numbers of the year of filing of the application.

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
UZ (UZBEKI-STAN) (cont'd)				The five digits following the year indicator represent the serial number. The digit after the full stop indicates the examination division.
VE (VENEZUELA)	12122-68	12122-68	12122-68 or 12122/68	-
WO (WORLD INTELLECTUAL PROPERTY ORGANIZATION)	PCT/DE79/000 16 PCT/IB94/0004 1	PCT/DE79/000 16 PCT/IB94/0004 1	PCT/DE79/000 16 PCT/IB94/0004 1	The same form should be used, if the PCT application number is cited under INID codes (86) and (30).
YU (YUGOSLAVIA)	P1135/66	1135/66	1135/66	-
ZA (SOUTH AFRICA)	70/4865	70/4865	70/4865	-

TABLE I COUNTRIES OR ORGANIZATIONS HAVING ANNUAL SERIES OF APPLICATION NUMBERS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
ZM (ZAMBIA)	142/70	142/70	142/70	-
ZW (ZIMBABWE)	10/84	10/84	10/84	-

[Table II follows]

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
AR (ARGENTINA)	231790	231790	231790	-
AU (AUSTRALIA)	59195/69	59195/69	59195/69	Long series spread over several years. Provisional applications lodged after January 1, 1970, were numbered PA0001 to PA9999, PB0001 to PB9999, etc.

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
BE (BELGIUM)	96469 (old numbering system, up to December 31, 1986)	96469	96469	<p>Application numbers not present in published patent documents nor in official gazettes. Basis of numbering system: 10 parallel series of numbers (nine provincial bureaus plus filing by post) which are not otherwise specified.</p> <p>Starting date of provincial series is 1854, of "Filing by post" series 1965.</p> <p>Numbering system used from 1974 to 1986, according to which each of the 10 parallel series of numbers is identified by a numeral (0 to 9) appearing in a patent application number as the first digit and allowing unique identification of the application.</p>
BG (BULGARIA)	100116 183	100116 183	100116 183	<p>Common continuous numbering system for applications for patents for inventions and for utility models (as from June 1, 1993).</p> <p>Common continuous numbering system for applications for plant varieties and animal breeds (as from January 4, 1997).</p>

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
BR (BRAZIL)	222986 (old numbering system)	222986	222986	Numbering system prior to 1972. (See an example of new numbering system in Table I.)

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
CA (CANADA)	103828 (old numbering system)	103828	103828	<p>Numbering system for patent applications filed prior to October 1, 1989. The old numbering system comprised two series of application numbers. The first series started in 1869 and the second on September 13, 1967.</p> <p>The starting number of the first series was 1 and the last number of the first series was 999,999. The starting number of the second series was 1. The second series of the old numbering system is still continuing.</p>
	2103828 (current numbering system)	2103828	2103828	<p>Numbering system for patent applications filed on or after October 1, 1989. The starting number of the current numbering system is 2000001.</p>
CO (COLOMBIA)	126050	126050	126050	-
CU (CUBA)	33384 (old numbering system)	33384	33384	<p>Until the year 1984, a continuous numbering system was used for patent applications. The numbers were assigned in ascending order to the applications filed. New numbering system as from 1985 (see Table I).</p>

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
<p>DE (GERMANY) (documents published by the former DD Office)</p>	<p>AP 84 C/137 355 WP 35 B/147 203 (old numbering system based on the national patent classification)</p> <p>AP C 07 C/166 692 WP H 04 C/174 347 (old numbering system based on the IPC)</p>	<p>137 355 147 203</p> <p>166 692 174 347</p>	<p>137 355 147 203</p> <p>166 692 174 347</p>	<p>AP = <i>Ausschlusspatent</i> WP = <i>Wirtschaftspatent</i></p> <p>The other symbols before the slash are classification symbols.</p> <p>A single numbering series covers both AP and WP applications. The symbols before the slash may be changed due to the examination process.</p>

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
<p>DE (documents published by the former DD Office) (cont'd)</p>	<p>AP C07D / 2273 773 WP E21C/ 2269 623 (new numbering system as of 1981)</p>	<p>2273 773 2269 623</p>	<p>2273 773 2269 623</p>	<p>The last digit of the application number in the new numbering system denotes a check number for electronic data processing.</p>
<p>ES (SPAIN)</p>	<p>406.952 (old numbering system, up to 1986) 185.284 (old numbering system, up to 1986)</p>	<p>406.952 185.284</p>	<p>406.952 185.284 U</p>	<p>Patent application number (application filed in 1972). Utility model application number (application filed in 1972). Until 1986, patent and utility model applications were numbered in two parallel series. No specific indication for the type of industrial property right appears in the application number. Starting date of patent application numbering system: 1878. Last patent application number: 557.877. Starting date of utility model application numbering system: 1929. Last utility model application number: 420.817.</p>

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
	<p>New numbering system for applications from 1986: see Table I.</p> <p>New numbering system for published documents from 1986: continuous series from 2.000.000 onwards for patents and from 1.000.000 onwards for utility models.</p>			

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
GE (GEORGIA)	000288 000185	000288 000185	000288 000185	Patent application. Utility model application.
GR (GREECE)	44114 (old numbering system)	44114	44114	Numbering system used until the end of 1984. New numbering system as of 1985: see Table I.
HU (HUNGARY)	OE 107 (old numbering system)	OE 107	OE 107	The letters preceding the number are the first letter and first following vowel of the applicant's name. There is a separate numbering series for each pair of letters. The letters are essential for identifying the application.
IL (ISRAEL)	53125	53125	53125	-
LT (LITHUANIA)	IP 2029 (old numbering system) RP 346 (old numbering system)	IP 2029 RP 346	IP 2029 RP 346	IP is an abbreviation meaning "application for protection of an invention." RP is an abbreviation meaning "application for re-registration of a patent." Numbering system used from 1992 to 1995. New numbering system for applications (from 1995): see Table I.

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
LU (LUXEMBOURG)	60093	60093	60093	–
MC (MONACO)	PV 908	908	908	The letters PV stand for <i>Procès-verbal</i> .
MD (REPUBLIC OF MOLDOVA)	0187	0187	0187 U	Utility model application.

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
MN (MONGOLIA)	955	955	955	Application for a patent for invention. No indication as to the type of industrial property right concerned.
MX (MEXICO)	123723 (old numbering system)	123723	123723	The six digits denote the serial number of the application. For new numbering system, please refer to Table I.
NL (NETHERLANDS)	1000123	1000123	1000123	On April 1, 1995, in the Netherlands a new patent act came into force. The new numbering system for applications and patents consists of a continuous series beginning with 1000001.
NZ (NEW ZEALAND)	201732	201732	201732	-
OA (AFRICAN INTELLECTUAL PROPERTY ORGANIZATION)	52118 051/SN	52118 051/SN	52118 051/SN	Number assigned to the application filed according to direct filing procedure. Number assigned to the application filed according to indirect filing procedure. The two last letters denote the ST.3 code of the country of origin.

TABLE II COUNTRIES OR ORGANIZATIONS HAVING OTHER THAN ANNUAL NUMBERING SYSTEMS

Country or Organization	Example of Application Number	Minimum Significant Part of a Number	Recommended Presentation in Abbreviated Form as a Priority Application Number	Remarks
PH (PHILIPPINES)	40155	40155	40155	Patent application filed on March 7, 1990.
PL (POLAND)	P 214461 W 36746	214461 36746	214461 36746 U	Patent application. Utility model application.
PT (PORTUGAL)	52555 5607	52555 5607	52555 5607 U	Patent application. Utility model application.
RO (ROMANIA)	145006 (old numbering system)	145006	145006	Numbering system used until January 1992. For new numbering system, see Table I.
SU (SOVIET UNION) (former)	1397205/30-15	1397205	1397205	The numbers following the slash denote the examination division and a processing number. This numbering system was valid up to October 14, 1992.
TM (TURK-MENISTAN)	956 (old numbering system)	956	956	Numbering system used before 1997. For new numbering system, see Table I.
TT (TRINIDAD AND TOBAGO)	42 (old numbering system)	42	42	Numbering system for patent applications used prior to the year 1904.

Guidance on Foreign Addresses

1. Japanese Addresses

Ken (prefecture):

use **State or Province::**

only 1 entry per address

Gun (county): [likely to be omitted from an address if shi (city)]

Shi (city)

Cho (township)

Machi (village)

Mura (village),

Ku (borough)

(District), or Cho (as district only if shi comes before)

Chome (block)

may be with **Street::** and **City::** labels as appropriate
to designate postal hierarchy

*only one **City::** per address*

Examples:

Family Name::

Totoki

Street::

c/o Kao Corp., Research Lab

1-3, Bunka 2-chome

City::

Sumida-ku

State or Province::

Tokyo

Country:

Japan

Postal or Zip Code::

131-8501

Citizenship Country::

Japan

Family Name::

Yamada

Street::

Yaho Corp.

Toyota-cho

1-3, Bunka 2-chome
City:: Toyota-shi
State or Province:: Aichi-sen
Country: Japan
Postal or Zip Code:: 131-8501
Citizenship Country:: Japan