

Filing a New Application

The following documents must be submitted to get a filing date:

- Specification
- Claim(s)
- Any drawing required under 37 CFR 1.81(a) See 37 CFR 1.53(b)

EFS-Web Doc Code Category	EFS-Web Doc Code Description	Business Process	Doc Code in Transaction History	Form Type Number	Printable Image Sample Document
Application Part	Specification	The written description of the invention.	SPEC		SPEC_sd
Application Part	Claims	One or more claims particularly pointing out and distinctly claiming the subject matter which the applicant regards as the invention.	CLM		CLM_sd
Application Part	Drawings	One or more drawings where necessary for the understanding of the subject matter sought to be patented.	DRW		DRW_sd

These documents are also often included in a new application:

- Abstract
- Oath or declaration
- Transmittal letter
- Information Disclosure Statement
- Application Data Sheet
- Fee Worksheet: You do NOT need to attach a fee worksheet if you pay via EFS-Web. Using the "Calculate Fees" and "Pay Fees" Tabs will generate, fill out and index the correct document.
- Certified Copy of Foreign Priority Application (Cannot be filed in EFS-Web as it must be a ribboned certified copy)
- Specification not transmitted in English
- Foreign Translation
- Power of Attorney
- Foreign Reference
- Non-Patent Literature

EFS-Web Doc Code Category	EFS-Web Doc Code Description	Business Process	Doc Code in Transaction History	Form Type Number	Printable Image Sample Document
Application Part	Abstract	A brief overview of the technical disclosure in the specification not exceeding 150 words in length.	ABST		ABST_sd
Application Part	Oath or Declaration filed	Each inventor must make an oath or declaration that he/she believes himself/herself to be the original and first inventor of the subject matter of the application, and he/she must make various other statements under 37 CFR § 1.63, As set forth in 37 CFR § 1.64, the oath or declaration must be signed by all of the actual inventors except as provided for in 37 CFR §§ 1.42, 1.43, 1.47, or 1.67.	OATH	PTO/SB/01A PTO/SB/01 PTO/SB/02 PTO/SB/02LR PTO/SB/04	OATH_sd

Filing a New Application (Continued)

EFS-Web Doc Code Category	EFS-Web Doc Code Description	Business Process	Doc Code in Transaction History	Form Type Number	Printable Image Sample Document
General Transmittal	Transmittal Letter	A transmittal letter indicating the contents of the submission, including any accompanying fees.	TRNA	PTO/SB/05 (Utility) PTO-1390 (371)	TRNA_sd
IDS/References	Information Disclosure Statement (IDS) Filed	The applicant provides an Information Disclosure Statement (IDS) at the earliest possible stage of prosecution detailing the most pertinent references known to applicant. The Examiner is to consider each reference cited in the IDS prior to the next Office action on the merits.	IDS Click Here for a listing of kind codes used on U.S. patent documents	SB08a Information Disclosure Statement	IDS_sd
Application Part	Application Data Sheet	The application data sheet is a sheet voluntarily submitted in either provisional or nonprovisional applications and contains bibliographic data, arranged in a format specified by the USPTO in 37 CFR § 1.76. Supplemental application data sheets may be submitted prior to payment of the issue fee either to correct or update information in a previously submitted application data sheet.	ADS	SB14 Application Data Sheet	ADS_sd
General Transmittal	Fee Worksheet (PTO-875)*	Fee worksheet is found at the end of the application used by the Technical Administrative Staff to determine the amount of fees due from the applicant. This worksheet can also include various other payment related internal documents.	WFEE	PTO/SB/17 PTO/SB/17i (Effective 22NOV2004) PTO/SB/06 (same as PTO-875) PTO/SB/07 (same as PTO-1360)	WFEE_sd
Application Part	Specification - Not in English	A specification filed in a language other than English. Note translation requirements under 37 CFR § 1.52(d).	SPECNO		
Application Part	Translation of Foreign Priority Documents	If the priority document is not in the English language, a translation must be filed when required under 37 CFR 1.55(a)(4).	FR TRANS		
Change Request	Power of Attorney	Applicant may file a change in Power of Attorney at any time during prosecution of an application. The POA indicates representatives given permission to act on behalf of the inventor or assignee to prosecute an application.	PA..	PTO/SB/81 PTO/SB/80	
IDS/References	Foreign Reference	The foreign references originally cited by the Examiner or the applicant are made of record in the application and are viewable in IFW.	FOR		FOR_sd
IDS/References	NPL Documents	Document code is used for indicating Non Patent Literature (NPL) submitted by applicant or cited by the examiner.	NPL		

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