



Filing a communication with the United States Receiving Office (RO/US) or with the United States International Searching Authority (ISA/US) relating to a previously filed PCT international application

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PCT Help Desk

For any questions relating to PCT documents, please contact the PCT Help Desk.

Phone: (571)272-4300

Hours: Monday – Friday 9:00 a.m. to 4:30 p.m.

Fax: (571)273-0419

Hours: 24 hours/day



Electronic filing requirements

The required page size for a PCT international application filed via EFS-Web in pdf format is A4. See PCT Rule 11.5.

All pdf documents submitted via EFS-Web must have a minimum resolution of 300 dpi.

Additional documents must not be added to the PCT Easy zip file.

Chapter I fee payment

ADVISORY: If filing by EFS-Web, do NOT attach the PTO-2038 form as a PDF along with your EFS-Web submission. Please be advised that this is not recommended and by doing so your credit card information may be displayed via PAIR. To protect your information, it is recommended paying fees online by using the electronic payment method.

Chapter I fee payment made in response to an invitation (PCT/RO/102 or PCT/RO/133 issued by the RO/US; and, PCT/ISA/206 issued by the ISA/US) or spontaneously

- May be made electronically via the fee payment screens.
- May be made on the Request fee calculation sheet annex, including an authorization to charge a deposit account.

Document code category: PCT Application Part and PCT General Transmittal
Document code description: Fee payment international application

The following documents may be filed when communicating with the RO/US

Chapter I Transmittal letter (e.g., PTO-1382)

Document code category: PCT General Transmittal
Document code description: PCT transmittal letter

Chapter I Fee calculation sheet

Document code category: PCT General Transmittal and Application Part
Document code description: RO/101 annex (fee calculation sheet)



Chapter I Request for status of international application

Document code category: PCT General Transmittal

Document code description: Request for status of application

Chapter I Confirmation of incorporation by reference under PCT Rule 20.6

Document code category: PCT Change Request and PCT Petition

Document code description: Confirmation of incorporation by reference

Chapter I Request for rectification under PCT Rule 91

Document code category: PCT Change Request

Document code description: Request for rectification IA

Chapter I Request for recording a change under PCT Rule 92*bis*

Document code category: PCT Change Request

Document code description: Request for recording of a change/PCT Rule 92*bis*

Chapter I Response to invitation to correct defects (response to Form PCT/RO/103).

➤ *Substitute sheets of the Request*

Document code category: PCT Form and PCT Change Request

Document code description: Substitute Sheets of Request (Form PCT/RO/101)

➤ *Statement explaining lack of signature*

Document code category: PCT General Transmittal and PCT Application Part

Document code description: Statement explaining lack of signature IA

➤ *Abstract (missing from initial application documents)*

Document code category: PCT Application Part

Document code description: Abstract

➤ *Substitute sheets of drawings*

Document code category: PCT Change Request

Document code description: Substitute Drawings

➤ *Substitute sheets of description and/or claims*

Document code category: PCT Change Request

Document code description: Substitute Sheets IA



Chapter I Response to invitation to correct priority claim (response to Form PCT/RO/110)

- *Chapter I Request to modify (change or add) a priority claim under PCT Rule 26bis*

Document code category: PCT Change Request

Document code description: Priority claim adjustment under PCT Rule 26bis

- *Chapter I Request to withdraw priority claim*

Document code category: PCT Change Request

Document code description: Request to withdraw priority claim IA

- *Chapter I Request to restore the right of priority under PCT Rule 26bis.3*

Document code category: PCT Change Request and PCT Petition

Document code description: Evidence for restore of priority claim

Chapter I Response to invitation to select competent ISA (response to Form PCT/RO/132 or PCT/ISA/224 issued by non-competent ISA)

- *Letter selecting an ISA where the applicant has either not selected an ISA or the ISA that applicant selected does not search the subject matter of the international application.*

Document code category: PCT General Transmittal

Document code description: CHI Select competent ISA/Resp Invitation

Chapter I Power of attorney

Document code category: PCT Change Requests and PCT Application Part

Document code description: Power of attorney

Chapter I General power of attorney

Document code category: PCT Change Requests and PCT Application Part

Document code description: Power of attorney

Chapter I Copy of legal entity resolution (e.g., corporation) delegating authority to sign legal documents on behalf of the legal entity

Document code category: PCT General Transmittal and Application Part

Document code description: Corp resolution/auth to act on behalf of corp

Chapter I Reference to deposited microorganisms or biological material (e.g., PCT/RO/134)

Document code category: PCT Application Part



Document code description: RO/134 deposited microorganisms/bio material

Chapter I Request to withdraw the international application

Document code category: PCT Change Request

Document code description: Request to withdraw IA

Chapter I Request to withdraw as attorney

Document code category: PCT Change Request

Document code description: Request to withdraw as attorney IA

Chapter I Request to withdraw designation

Document code category: PCT Change Request

Document code description: Request to withdraw designation IA

Chapter I Request to withdraw priority claim

Document code category: PCT Change Request

Document code description: Request to withdraw priority claim IA

Chapter I Petition for review and processing by the PCT legal office

Document code category: PCT Petition

Document code description: Petition for review by the PCT legal office

Chapter I Request for reconsideration

Document code category: PCT General Transmittal

Document code description: PCT Request for reconsideration IA

The following documents may be filed when communicating with the ISA/US

Chapter I Response to invitation to pay additional search fees (response to PCT/ISA/206 issued by the ISA/US)

➤ *Letter of explanation in response to invitation.*

Document code category: PCT General Transmittal

Document code description: Response to Form PCT/ISA/206 Unity of invention

➤ *Payment of fees for additional inventions in response to invitation.*

- May be made electronically via the fee payment screens.



- May be made by uploading a document giving authorization to charge a deposit account.
- Should include letter of explanation.

Document code category: PCT General Transmittal

Document code description: Response to Form PCT/ISA/206 Unity of invention

Chapter I Response to invitation related to sequence listing and/or statement (response to PCT/ISA/225)

- The sequence listing must be provided in the same format as the originally filed international application. For example, if the original application was filed in paper, then the sequence listing must be filed in pdf via EFS-Web together with the statement under PCT Rule 13ter.
- A sequence listing may be submitted as a single text file which will not be included in the number of sheets of the international application and which will be used for purposes of search.

Document code category: PCT Application Part

Document code description: Sequence listing (text file)

- Alternatively, a sequence listing may be submitted in pdf format which sheets will be included in the number of sheets of the international application (and which will require a text file of the sequence listing and statement of identity for purposes of search).

Document code category: PCT Application Part

Document code description: Sequence listing

Rarely, Chapter I communication for which no other document code is applicable

Rarely, there may be a Chapter I communication for which no other document code is applicable

Document code category: PCT General transmittal

Document code description: Misc incoming letter from applicant international application