

**Request for a certificate of the
Comptroller or a certified or uncertified
copy from a file or the register**

(See the notes on the back of this form)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

1. Your reference

2. Patent application or patent number(s)
(see notes (c) & (d))

3. Full name of the or of each patent applicant or
proprietor
(if known)

4. What do you want a copy of? *(see note (f))*

5. How many copies do you need?

6. State the type of certificate or copy you want
(see note (g)) and, if it is needed to support
applications made outside the United
Kingdom, list the countries concerned
(see notes (j) & (k))

7. Name, address and postcode of the or of each
person making this request
(see note (h))

8. Name, address and postcode of the or of each
person certificates or copies should be sent to
(if different from that given in part 7 above)
(see note (i))

9. Signature Date

10. Name, e-mail address, telephone, fax and / or
mobile number, if any, of a contact point for the
applicant

Patents Form 23

Notes

- a) *If you need help to fill in this form or you have any questions, please contact the Office on 08459 500505.*
- b) *Write your answers in capital letters using black ink or you may type them.*
- c) *Do not use this form:*
- *to request to inspect a file at the office in Newport or London, (but please check with the Office by telephone or letter in advance because it may take several days to make a file available in the Public Search Rooms); or*
 - *to request certified copies of European patent applications, (you can only get these from the European Patent Office).*
- d) *Do not ask for uncertified and certified copies on a single form. For certified copies you should also use a separate form for each patent application or patent.*
- e) *For uncertified copies you can use one form to get copies relating to more than one patent application or patent.*
- f) *At part 4, state whether you want a copy of:*
- i) *a register entry with renewals details;*
 - ii) *an application as filed;*
 - iii) *a patent as granted, including register and renewal details; or*
 - iv) *something else (give details)*
- Option (i) is normally used to check whether a patent is in force and whether any assignments or licences have been registered. Option (ii) is normally used to get certified copies to support a priority claim in another country. Option (iii) is normally used to get a certified copy for 'registering' the patent in certain countries where that can be done.*
- g) *At part 6 state whether you want copies to be "certified" or "uncertified". If part 6 is left blank uncertified copies will be supplied.*
- h) *Any written queries about this request for copies will be made to the address given at part 7, and any bill for copying charges will also be sent to that address.*
- i) *If you do not want the copies sent to you, please tell us at part 8 where to send them, for example, "send to the International Unit as priority document for PCT application . . ." or "place on file of application . . . as priority document", or give an address in the European Economic Area or Channel Islands. If part 8 is left blank, copies will be sent to the address given at part 7.*
- j) *You do not have to list the countries concerned but this information helps with the preparation of appropriate certificates.*
- k) *If there is not enough space for all the relevant details on any part of this form, please continue on a separate sheet of paper and write "see continuation sheet" in the relevant part(s) of the form. Any continuation sheets should be attached to this form.*
- l) *Once you have filled in the form remember to sign and date it.*
- m) *For details of the fee and ways to pay, please contact the Office.*