



United States Patent and Trademark Office

Response to Notice of Irregularity

INSTRUCTIONS FOR RESPONDING TO AN IRREGULARITY NOTICE

NOTE: If you have installed Anti-Spam filters or software on your email service, please ensure that legitimate emails from TEAS@uspto.gov are not falsely identified as spam or junk.

1. **To navigate through each separate section of this form**
Do not use your browser's "Back" or "Forward" buttons. Instead, use the "< Previous" or "Next >" buttons at the bottom of each section of the form. As you navigate through the sections, each section is validated before the next section is displayed. If there are any errors, you must fix them before proceeding to the next section. **To save data already entered within a section, you must first click on "Next" prior to using the "Previous" button to return to any previous section.**
2. **To file the form electronically, please complete the following steps:**
 - Complete all fields for which information is known. Fields prefaced with an asterisk (*) are required fields for filing purposes and must be completed.
 - Use the Submit button at the bottom of the Validation Page. After submission, you will receive a confirmation screen if your transmission was successful.
 - You will also receive an e-mail acknowledgement of your submission providing a summary of your filing. Please contact TEAS@uspto.gov within 24 hours of transmission (or by the next business day) if you do **not** receive this e-mail acknowledgement.
3. **Help Instructions:**
Each field name links to the relevant section of the "HELP" instructions that will appear at the bottom of the screen.
 Check here if you do **not** want the scrolling help to display automatically at the bottom of each screen in the instructions page, AND/OR if the screen reader must allow the filer to enter the information with no problems.
4. **Contact Information:**
If you need help resolving technical glitches, you can e-mail us at TEAS@uspto.gov. For general information about the Madrid Protocol, please contact the Madrid Processing Unit at MPU@uspto.gov, or (571) 272-8910. Please include your telephone number in your e-mail so we can talk to you directly, if necessary. Or, to view the information provided by the International Bureau concerning the Madrid System for the international registration of marks, click [Madrid System for the International Registration of Marks](#).
5. **Browser Requirement:**
IMPORTANT: To use this form successfully, please note the following requirements:
 1. You must use one of the following browsers: Internet Explorer 5.5+; Netscape 7.0+; Mozilla/FireFox 1.0+. You can **NOT** use Netscape 4.x;
 2. You must have the cookies and javascript features of your browser enabled;
 3. Do **NOT** use your browser's "**BACK**" or "**FORWARD**" buttons at any time to navigate through any portion of this form. Always use the navigational tools provided specifically at the bottom of the form pages; and
 4. If you have installed Anti-Spam filters or software on your email service, please ensure that legitimate emails from TEAS@uspto.gov are not falsely identified as spam or junk.
6. **Other:**
NOTE: This form has a session time limit of 60 minutes. A session begins once you create and enter the form via the Form Wizard. If you exceed the 60 minute time limit, the form will not validate and you must begin the entire process again; however, you can [extend the time limit](#). You are encouraged to have all information required to complete the form available prior to starting your session.

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Irregularity

Validation

To navigate this form, use the "Previous" or "Next" buttons at the bottom of this page.

IRREGULARITY SECTION

***Document ID Number:**

Enter the number with NO punctuation or other symbols included.

***USPTO Reference Number:**

Enter the number with NO punctuation or other symbols included.

Irregularity Response:
(Optional)

If the Irregularity Notice requires a textual response, please enter your response in the following free-text area:

WARNING - RESPONSE PERIOD: The USPTO will forward a response to an irregularity notice to the International Bureau (IB) as expeditiously as possible. However, the IB must receive the response before the end of the response period set forth in the IB's notice. Submission of the response to the USPTO does not toll this time period. Therefore, because the USPTO cannot guarantee that the IB will timely receive any response that you submit to the USPTO toward the very end of the response period, you should submit your response as soon as possible after receiving the IB's notice.

WARNING - FEES OR FEE PROCESSING INFORMATION: You must submit any fees required by an irregularity notice directly to the IB, even if you are filing a response with the USPTO to correct other irregularities. The USPTO will not accept or forward fees or IB current account information to the IB. See 37 C.F.R. 7.14(c); TMEP 1902.07(b)(i).

Image File:
(Optional)

If you wish to attach an image of the mark that is identical to the image attached to the international application, click on the 'Browse' button to select [a properly-sized JPG/JPEG image file](#) from your local drive.

NOTE: This option should only be used if you are responding to a notice of irregularity in which the International Bureau has indicated that the reproduction of the mark in the international application is unclear.

NOTE: The file name excluding the image extension (e.g., .jpg) must not exceed 34 characters, or include commas.

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[Privacy Policy Statement](#)

The information collected on this form allows an applicant to file response to a notice of irregularity in an international application through the USPTO to the International Bureau of the World Intellectual Property Organization. This collection of information is required by 37 CFR 7.14. All information collected will be made public. Gathering and providing the information will require an estimated 10 minutes. Please direct comments on the time needed to complete this form and/or suggestions for reducing this burden to the Chief Information Officer, USPTO, P.O. Box 1450, Alexandria, VA 22313. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

RESPONSE TO A NOTICE OF IRREGULARITY**HELP INSTRUCTIONS**

Extend the time limit: The 60-minute period is not an "absolute" period; i.e., you do not have to complete the form, start to finish, within 60 minutes. If the USPTO's server does not detect any activity at all within 60 minutes, it will end your session at the 60-minute point. HOWEVER, at 54 minutes into your session, you will receive a pop-up window warning you that your session will expire in six minutes (it will actually provide the precise "end" time within the window, such as 11:29:14 EST).

To "renew" your session, you simply need to click on the "OK". button at the bottom of the pop-up window, and you will automatically get another 60 minute time period. If you do not click on the button within the remaining six minutes of the session, your session will completely end at the 60-minute mark, and you will be returned directly to the initial form wizard to start the process again.

Document ID Number: This number is 9 digits within the alphanumeric string appearing on the IB's Irregularity Notice at the field "Our ref." E.g., if the Irregularity Notice shows "Our ref.: EN-I/359980501/HW", then the entry in the DOCUMENT ID NUMBER field of this irregularity form would be the numerals "359980501."

USPTO Reference Number: This number is the alphanumeric entry appearing on the IB's Irregularity Notice at the "Office ref." or "Your ref." field. E.g., if the Irregularity Notice shows "Office ref.: Z1230042," then the entry in the USPTO REFERENCE NUMBER field would be "Z1230042."

Irregularity Response: If the International Bureau has raised irregularities, all issues should be addressed completely within this free-text area. If no irregularities must be addressed, leave the entire field blank.

Properly-Sized JPG Image File: All black-and-white jpg images and color jpg images must be scanned at no less than 300 dots per inch and no more than 350 dots per inch, and with a length and width of no less than 250 pixels and no more than 944 pixels; e.g., a valid pixel dimension is 640 X 480 pixels. To ensure your image file meets these requirements, you can use a free graphic viewer, e.g., [Irfanview](#). If you cut-and-paste an image into [Irfanview](#), or open an image file using the program, select "Image" from the tool bar and "Information" from the drop-down choices to view the current DPI and pixel dimensions. If your image is not in the proper dimension, you can use [Irfanview](#) to change the DPI and pixel dimensions: 1) Select "Image" from the tool bar; 2) Select "Resize" from the drop-down choices; 3) Set the DPI to 300 - 350 and change the pixel dimension to within the accepted range of 250 X 944; 4) If the new image file looks acceptable to you in the new dimensions, save the image file, by selecting "File" from the tool bar and using the "Save As" feature to save the file as a JPG image. If the image is not clear, do not submit the image. Instead, seek the assistance of a graphic artist to create the properly-sized jpg file.