



United States Patent and Trademark Office

Application for International Registration

INSTRUCTIONS FOR APPLICATION FOR INTERNATIONAL REGISTRATION

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. Important Filing Requirement:

You may file this application for International Registration only if the applicant is either a national of the United States or the applicant has either (1) a domicile in the United States or (2) a real and effective commercial establishment in the United States. If there is more than one owner, each must satisfy this filing requirement.

2. 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.**

3. To file the application 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 Pay/Submit button at the bottom of the Validation Page. After accessing the proper screen for payment and making the appropriate entries, 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.

4. 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.

5. 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](#).

6. 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.
7. **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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PTO Form 2131 (09/30/2012)
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SELECTION OF FORM TYPE FOR APPLICATION FOR INTERNATIONAL REGISTRATION

What type of form do you wish to use?

PRE-POPULATED FORM

(Use for **one** U.S. serial/registration number; *narrowing* of goods/services and/or substitute color drawing are permissible data change within this form.)

Enter the **one** U.S. serial number or registration number as the basis of this International Application.

Enter the number with NO punctuation or other symbols included.

OR

FREE-TEXT FORM

(Use for multiple U.S. serial/registration numbers and/or for cases that do not yet appear in [TARR](#) and/or if changing data **other** than only *narrowing* goods/services and/or substituting color drawing.)

Enter the U.S. serial number(s) or registration number(s) as the basis of this International Application. Separate multiple numbers with a comma.

Enter the number with NO punctuation or other symbols included.

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The pre-populated form will automatically display the exact information that is already in the USPTO database for one specific U.S. serial number or registration number. If you do not change any data fields, then the pre-populated form will directly submit information that must be certified to WIPO's International Bureau (IB), without independent review of this data at the USPTO. Alternatively, this form may be used where certain data fields can be changed (e.g., either narrowing the scope of the identification of goods and/or recitation of services in the U.S. application or registration, and/or substituting a color drawing of the mark, where the original mark is shown in the USPTO database as a black-and-white image); however, if any data field is changed, an independent review of this data at the USPTO must occur prior to submission as certified to the IB.

The free-text form must be used if 1) the application for International Registration is being based on more than one U.S. serial number or registration number; 2) data is being changed in any way other than only narrowing the scope of the identification of goods and/or recitation of services in the U.S. application or registration and/or substituting a color drawing of the mark, where the original mark is shown in the USPTO database as a black-and-white image; or 3) the U.S. application being used as the basis is not yet loaded into the Office's database at the time of filing, e.g., immediately after an application was filed. Information on this form is not automatically certified, and will not be submitted electronically directly to the IB. Instead, the form will be routed to the USPTO's Madrid Processing Unit for review, for subsequent certification, if appropriate.

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The information collected on this form allows an applicant to file an international application through the USPTO to the International Bureau of the World Intellectual Property Organization. This collection of information is required by 15 U.S.C. 1141a. All information collected will be made public. Gathering and providing the information will require an estimated 15 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.