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U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

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## 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](mailto:TEAS@uspto.gov) are not falsely identified as spam or junk.

**1. Information about Madrid System:**

To view the information provided by the International Bureau (IB) of the World Intellectual Property Organization (WIPO) concerning the Madrid System for the international registration of marks, click [Madrid System for the International Registration of Marks](#).

**2. Browser Requirement:**

**IMPORTANT:** To use this form successfully, please note the following requirements:

- o You must have the cookies and javascript features of your browser enabled;
- o 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
- o If you have installed Anti-Spam filters or software on your email service, **please ensure that legitimate emails from [TEAS@uspto.gov](mailto:TEAS@uspto.gov) are not falsely identified as spam or junk.**

**3. To file the form electronically, please complete the following steps:**

- o Complete all fields for which information is known. Fields prefaced with an asterisk (\*) are required fields for filing purposes and must be completed.
- o Use the Submit button at the bottom of the Validation Page. After submission, you will receive a confirmation screen if your transmission was successful.
- o You will also receive an email acknowledgement of your submission providing a summary of your filing. Please contact [TEAS@uspto.gov](mailto:TEAS@uspto.gov) within 24 hours of transmission (or by the next business day) if you do **not** receive this email acknowledgement.

**4. To navigate through each separate section of this form**

- o **Do not use your browser's "Back" or "Forward" buttons.**
- o 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.
- o **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.**

**5. Contact Information:**

- o If you need help resolving **technical** glitches, you can email us at [TEAS@uspto.gov](mailto:TEAS@uspto.gov).
- o For **general** information about the Madrid Protocol, please contact the Madrid Processing Unit at [MPU@uspto.gov](mailto:MPU@uspto.gov), or (571) 272-8910. Please include your telephone number in your email or voicemail so we can talk to you directly, if necessary. MPU is generally available Monday - Friday from 8:30 a.m. until 5:00 p.m. Eastern Time, except holidays, and will respond to your inquiry at the earliest opportunity.

6. **Session Time Limit:**

You're required to log back in after 30 minutes of [inactivity](#). This ensures the USPTO complies with [mandatory federal information security standards](#) and protects user information. After 25 minutes of inactivity, you will be prompted to continue your session. If you do not continue within 5 minutes, the session will end, you will be logged out of your USPTO.gov account, and you will lose any unsaved data in the form. Please have all of your information ready before you start.

**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) of the World Intellectual Property Organization (WIPO) as expeditiously as possible. However, the IB must receive the response before the end of the response deadline set forth in the IB's notice. Submission of the response to the USPTO does not toll this time period. The USPTO cannot guarantee that the IB will timely receive a response submitted to the USPTO toward the very end of the IB response deadline. Therefore, it is strongly suggested that the response be submitted as soon as possible after receiving the IB's notice. The USPTO will not process any response filed after the IB response deadline.

**WARNING – RESPONSE MUST BE COMPLETE:** If your previous response was denied, you must respond completely to each issue raised in the notice of irregularity from the IB. Even if your previous response to the irregularity submitted to the USPTO successfully addressed some of the issues, those responses must be restated in this response, along with addressing the additional issue(s) raised in the USPTO denial.

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

	
<p><b>Image File:</b> (Optional)</p>	<p>This option should only be used if the Notice of Irregularity from the IB indicates that the image of the mark is unacceptable. Click on the 'Browse' button to select <a href="#">a JPG/JPEG image file</a> from your local drive. You must attach an image of the same mark that was attached to the international application. You cannot change the mark. <b>NOTE:</b>The file name excluding the image extension (e.g., .jpg) must not exceed 34 characters, or include commas.</p>

<p style="text-align: center;"><b>VALIDATION SECTION</b></p>	
<p><b>STEP 1:</b></p>	<p>Review the response to irregularity notice data, available below in various formats, by clicking on any of the links. Use the print function within your browser to print these pages for your own records.</p>
<p><b>STEP 2:</b></p>	<p>If any of the information is incorrect, click on the "&lt; <b>Previous</b>" button at the bottom of this page to return to the form to make the necessary changes. <b><u>Do not use your browser's "Back" or "Forward" buttons.</u></b></p>
<p><b>STEP 3:</b></p>	<p>If there are no errors and you are ready to file this form electronically, enter the email address for acknowledgement. Once you submit the form, we will send an electronic acknowledgement of receipt to the email address entered below. If you would like the acknowledgement sent to an additional address(es), please enter those address(es), separated by commas.</p>
	<p>* <b>Email for acknowledgment:</b> <input type="text"/></p> <p>* <b>Confirm Email address:</b> <input type="text"/></p> <p><b>(Entries must match exactly, including case)</b></p>
<p><b>STEP 4:</b></p>	<p>If you are ready to file electronically, click on the "<b>Submit</b>" button at the bottom of this page. <b>NOTE:</b> Within 24 hours of completing your submission, you will receive an email acknowledgment of receipt.</p>

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995, unless the information collection has a valid OMB Control Number. The OMB Control Number for this information collection is 0651-0051. Public burden for this form is estimated to average 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the Office of the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450 or email [InformationCollection@uspto.gov](mailto:InformationCollection@uspto.gov).

#### **Privacy Act Statement**

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