

Form filing

Now that the application is drafted, the next step is filling in the forms and filing the application with the patent office.

You need to hotlink to the U.S. Patent office to obtain the proper form, save it on your computer and then return to Patent Mentor to see how we filled out a typical form.

The common forms you need to link to and save to your computer are:

1. Patent Utility and Transmittal Form

<http://www.uspto.gov/web/forms/sb0005.pdf>

2. Fee Transmittal Form

<http://www.uspto.gov/web/forms/sb0017.pdf>

3. Declaration Form

<http://www.uspto.gov/web/forms/sb0001.pdf>

4. Certificate of Mailing Form

<http://www.uspto.gov/web/forms/sb0092.pdf>

You need to fill in information at least where it requests information such as name, and contact information (address, email address).

When you are finished with the forms you can send them to your mentor for final review.

If your total number of claims are less than 20 and the number of independent claims is less than 3, then you have to make a check for the minimum amount.

In 2009, this minimum amount was \$545 for the patent office.

The check is made payable to the Commissioner for Patents.

You should obtain a post card (or make one) so that it can be date stamped by the Patent Office.

All initial application papers should be sent Express mail, if possible, and if not possible send the envelop certified return receipt requested. In either case send to:

**Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450**

If you have any problem filling out the form then let your mentor know via email, which form and what field.

For a complete listing of the mail boxes at the U.S. patent office go to:

<http://www.uspto.gov/web/offices/com/sol/og/patboxes.htm>

