

## **Obtaining Receipt for Documents Mailed to USPTO**

A receipt for documents mailed to the USPTO can be obtained by attaching a stamped, self-addressed postcard to the first page of the documents. The postcard should contain a detailed list that identifies each type of document and the number of pages of each document. Upon receipt at the USPTO, the detailed list on the postcard will be compared to the actual contents of the delivery. Any discrepancies between the detailed list and the actual contents will be noted on the postcard. The postcard will be initialed and date stamped by the person at the USPTO who received the delivery. The postcard will be returned by mail to the addressee whose name appears on the postcard.

The returned postcard serves as evidence of receipt in the USPTO of all items listed on the postcard, unless otherwise noted by the USPTO on the postcard. That is, if the postcard receipt has been annotated to indicate that a particular paper was not received, the postcard receipt will not serve as evidence of receipt of that paper in the USPTO. Likewise, the postcard receipt will not serve as evidence of receipt of papers which are not adequately itemized.

When preparing the detailed list of documents identified on the postcard, it is important to include the following identifying information:

the application number (if known)

the confirmation number (if known)

the filing date of the application (if known)

the title of the invention

the name of the inventor or inventors.

The postcard should also include a detailed list of every document type and the number of pages of each document that are included in the delivery. If the postcard is submitted with a patent application, the detailed listing should include the following items:

the title and number of pages of each USPTO form

the number of pages of specification (excluding claims)

the number of claims and the number of claim pages

the number of figures of drawing and the number of sheets of drawings

whether an oath or declaration statement is included and the number of pages

the type and number of other documents that are included and the number of pages of each document

the amount of payment and the method of payment (i.e., check, credit card, money order, or deposit account).

It is important that the postcard itemizes each component of the application. For example, a general statement such as "complete application" or "patent application" or "drawings" will not show that each of the required components of an application was included if one of the items is later found to be missing by the USPTO.

When the self-addressed postcard is submitted with a utility patent application, the USPTO will stamp the postcard being returned to the addressee with both the receipt date and the application number before placing it in the outgoing mail.

Upon receipt of the returned postcard, the addressee should promptly review the postcard to ensure that all documents and all pages were received by the USPTO.

Pursuant to 35 USC 21 and 37 CFR § 1.10, any correspondence received by the USPTO (including an application filing) that was delivered by the “Express Mail Post Office to Addressee” service of the United States Postal Service (USPS) will be considered filed in the Office on the date of deposit with the USPS.

The date of deposit with the USPS is shown by the “date-in” on the “Express Mail” mailing label or other official USPS notation. If the USPS deposit date cannot be determined, however, the correspondence will be accorded the Office receipt date as the filing date.

Before depositing an application with the USPS in accordance with the Express Mail procedure set forth at 37 CFR § 1.10, it is important to place the number of the “Express Mail” mailing label on the application papers. Further, only one application should be mailed in a single “Express Mail” package.