

**INSTRUCTIONS FOR COMPLETING THE USPTO
CERTIFICATE ACTION FORM**

The completed form should be sent back in the attached envelope or to:

**US Patent and Trademark Office
Box EBC
Washington D.C. 20231**

Block 1 - Requestor Status

Independent Inventors should enter a check mark or an “X” in the “Prose Inventor” box.

Registered Patent Attorneys and Patent Agents should enter a check mark or an “X” in the “Registered Attorney” box and enter their registration number in the box provided.

Block 2 - Name and Address

Given Name - The first/given name of an individual. (suggested 50 characters maximum)

Middle Name – The middle name or initial of an individual as understood in the United States. (suggested 50 characters maximum)

Family Name – The last/family name of an individual. (suggested 50 characters maximum)

Street Address – The street name, number, and any additional components (directional symbols, etc.) necessary to identify a specific address. (suggested 100 characters maximum)

City – The name of a city associated with the address. (suggested 40 characters maximum)

State Code – The abbreviation for each state of the United States.

Postal Code – In the United States this equates to zip code. (suggested 20 characters maximum)

Country Name – The complete English language name of a nation.

Telephone Number – Please include the country code if outside the United States and area code for domestic US and Canada. (suggested 40 characters maximum)

Facsimile Number – Please include the country code if outside the United States and area code for domestic US and Canada. (suggested 40 characters maximum)

Email Address – An individual's address for electronic communications (e.g., your Internet address). (maximum 129 characters)

Customer Number – The first customer number should be written in the provided box

Additional Customer Numbers Attached– Place a check mark in the box provided if there are additional numbers listed in an attachment.

Block 3 – Action

The requester should select a type of request (certificate application, certificate revocation or key recovery) by checking the appropriate box.

Certificate Application - In checking this box you are requesting a digital certificate be issued for your use in doing business with the United States Patent and Trademark Office (USPTO). The certificate enables the USPTO to identify your electronic communications and to provide encrypted communication. This selection is appropriate if you have never held a USPTO issued digital certificate.

Certificate Revocation - In checking this box you are requesting that the USPTO revoke your digital certificate. This will make it unusable for new communication with the USPTO.

Typical reasons for requesting revocation are:

- (1) A new certificate has been issued to you
- (2) You no longer wish to have a certificate
- (3) You have changed your legal name
- (4) You have lost control of your certificate such that someone else may use it. This is called key compromise and we request the last date on which you alone controlled the use of the certificate. If you desire a replacement certificate please complete the Key Recovery request section.

Key Recovery - In checking this box you are requesting that the USPTO (1) revoke your current certificate and (2) issue you a new certificate with new signature and encryption keys. The process will provide access to any materials encrypted with the encryption key of the revoked certificate.

Typically, key recovery is requested due to forgetting the local password that controls the use of your digital certificate. This local password is chosen by you as part of the enrollment process and never leaves your computer, so the USPTO has no record of it. Key recovery may also be needed if through some computer malfunction your software no longer functions. This may be due to the corruption of the encrypted keys and certificates stored on your computer.

If key recovery is being requested for some other reason, please indicate what happened for example “suspected key compromise, software inoperable, loss of computer, etc.”

Block 4 - Requester signature and date.

Block 5 – Identification of Digital Certificate Requestor

All requestors must have their signature notarized. You need to present to the notary two forms of acceptable identification and have your signature notarized.

IDENTITY PROOFS:

To be sure of the identity of the person requesting the PTO Certificate the Notary or PTO Official completing the USPTO Certificate Action Form must see two (2) forms of identification at least one of which is a picture ID. Acceptable forms of ID are:

U.S. Passport
Naturalization Certificate
Certificate of Citizenship
Current, valid driver's license or state identification issued in lieu of a driver's license
Government ID: city, state or federal
Military Id: military and dependents
Work ID: must be currently employed by the company
Health Insurance card
Marriage or divorce record
Military record
Student ID: must be currently enrolled
Credit Card or Bank Card
Merchant Marines card: also known as a "Seamen's" or "Z" card

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE AS IDENTIFICATION.

If none of these are available or no acceptable picture ID is available, you will need:

A person who can vouch for the certificate applicant. This person must have known the applicant for at least 2 years, and have valid proofs of identity as listed above.

AND

The certificate applicant must have two forms of signature ID from the list above. A current document that has enough information to identify you (e.g., signature, name, address, age, etc.) is generally acceptable. We cannot accept a birth certificate, Social Security Card or Card Stub.