

# USPTO PDF Fillable Forms

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EFS-Web is the United States Patent and Trademark Office's (USPTO's) new easy-to-use, web-based patent application and document submission solution. EFS-Web utilizes standard web-based screens and prompts to enable you to submit a portable document format (PDF) document directly to the USPTO within minutes. A key component of EFS-Web is the use of PDF Form-Fillable documents, which are interactive forms with various field types and formatting options that auto-load field information directly in USPTO's systems. PDF form-fillable files are portable; they may be circulated to various people in your office for completion prior to being submitted to the USPTO.

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When used in conjunction with EFS-Web, PDF Form-Fillable documents can help the intellectual property community ease the filing and submission process and accelerate the processing of patent applications and documents in USPTO's technology infrastructure for users.

## PDF Fillable Form Benefits

Fillable PDF forms allow USPTO to extract data directly into the main database used to process forms, Patent Application Locating and Monitoring (PALM), which feeds directly to Patent Application Information Retrieval (PAIR)

- By extracting data directly out of fillable PDF forms, EFS-Web users can minimize rework and improve data accuracy for all types of filings
- Improves data accuracy reduces the need to file additional papers, such as "Correction of Filing" forms
- Enables real time processing of petition requests
- Fillable PDF forms require no PDF creation software; only the free version of Adobe Reader 7.0.8, 7.0.9, 8.1.1 or 8.1.2 is needed to use the forms.

## Important PDF Fillable Form Features

### Required Acrobat Reader Version

EFS-Web fillable PDF forms require Adobe Reader 7.0.8, 7.0.9, 8.1.1 or 8.1.2. Adobe Reader is a free software program available from Adobe.



## Versioning of the EFS-Web Fillable PDF Forms

All EFS-Web fillable PDF forms have a version number. The latest version of each form should be used, and EFS-Web will produce an error if an older version is used.

## Availability of USPTO Fillable PDF Forms

USPTO has created a library of key static and limited function fillable PDF documents that are available to all visitors to the USPTO website. These forms can be used and submitted in EFS-Web; however these legacy forms have limited core functionality.

## Core Functionality

Fillable PDF forms from EFS-Web provide the following functionality:

- Ability to print forms with data entered by the user
- Ability to save the form electronically with data embedded
- Ability to modify the data after saving the form
- Add portability of the form so different users can add or verify data before submission
- Ability to import data in XML format from document management systems and other databases
- Ability to export data in XML format to document management systems and other databases

## Fillable PDF Forms Available

USPTO currently has seven (7) fillable PDF forms available:

- Application Data Sheet (SB14) is submitted in either provisional or non-provisional applications, and contains bibliographic data arranged in a format specified by USPTO. Auto-loads into back-end systems.
- Information Disclosure Statement (SB08A) provides a means of listing all U.S. patents and U.S. publications, foreign patent documents and non-patent literature (NPL), submitted for consideration by USPTO in a non-provisional patent application. Auto-loads into back-end systems.
- Petition to Accept Unintentionally Delayed Payment of Maintenance Fee in an Expired Patent (37 CFR 1.378(c)) (SB66), enables the e-Filer to change the status of an expired patent back to an active status in real time. Business rules such as: the expiration of the fee payment window must not have exceeded 24 months, previous



maintenance fees must have been paid, and signatory requirements must be met in order for the petition to be automatically processed.

- Petition to Make Special based on Age (SB130) enables the 65 years or older e-Filer to request their application be accelerated based on age. This petition is automatically processed.
- Request for Continued Examination (RCE) Transmittal (SB30) is submitted when the e-Filer is requesting a Request for Continued Examination in a utility application. This must be filed to an existing application, not as a new filing.
- Provisional Cover Sheet (SB16) is submitted when filing a new provisional application. Auto-loads into back-end systems.
- Accelerated Examination (SB28), is used to file a Petition to Make Special under the Accelerated Examination Program.

### **Future EFS-Web Fillable Forms**

The USPTO is planning to convert as many of the legacy forms to fillable forms as possible based on form usage and if business rules allow for auto processing.

### **Other Important Information**

There are many other PDF forms on the USPTO website, but these do not save data. These legacy PDF forms can be filled out and submitted to USPTO using EFS-Web; however, the field information will not be automatically loaded into USPTO systems. If users create their own Fillable PDF forms, or modify USPTO fillable PDF forms, the data will be accepted; however data in individual fields will not auto-load into USPTO systems.

### **Support**

Technical support is available through USPTO's Electronic Business Center (EBC) at 866-217-9197 from 6 a.m. to 12 Midnight Eastern Time, Monday – Friday.

### **Training**

Training and EFS-Web QuickStart Guides are provided on the USPTO EFS-Web page. Self-paced Computer Based Training is available 24 x 7 in various file formats, including Windows Media, Real Media, PowerPoint and PDF files.



### Contact Us Today

USPTO is committed to assisting the intellectual property community in moving towards electronic submission of all patent applications and documents. For more information on EFS-Web, visit our website at [www.USPTO.gov](http://www.USPTO.gov).