



**MEMORANDUM**

DATE: March 31, 2003

TO: Patent Cost Center Directors  
*Stephen G. Kunin*

FROM: Stephen G. Kunin  
Deputy Commissioner for Patent Examination Policy

SUBJECT: Change in Correspondence Address for Patents

Effective May 1, 2003, the United States Patent and Trademark Office has a new Commissioner for Patents address. Correspondence in patent-related matters to organizations reporting to the Commissioner for Patents must now be addressed to:

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

It may take some time before all persons filing correspondence with the Office become accustomed to the address change. Therefore, the Office has arranged for continued delivery of correspondence addressed to the Office's former Washington, DC 20231 and P.O. Box 2327 Arlington, VA 22202 addresses for a limited time.

To the extent that the Washington, DC 20231 and P.O. Box 2327 Arlington, VA 22202 addresses will become inconsistent with the address set forth in 37 CFR 1.1 (effective May 1, 2003), the provisions of 37 CFR 1.8 and 1.10 are waived such that correspondence addressed to P.O. Box 2327, Arlington, VA 22202 or Washington, DC 20231 will be accepted for Certificates of Mailing which comply with 37 CFR 1.8 and Express Mail certificates in accordance with 37 CFR 1.10.

An Official Gazette notice will be published that sets forth that the address provisions of 37 CFR 1.8 and 1.10 were waived, and when the waiver period will terminate.

For additional information regarding the new address, see *Correspondence with the United States Patent and Trademark Office*, 68 Fed. Reg. 14332 (March 25, 2003).