



## Associate your PCT application with a Customer Number

**Applicants who wish to view their PCT applications in Private PAIR may now associate their PCT applications with a Customer Number.** A Customer Number allows applicants to view the applications that have been associated to their Customer Number in Private PAIR. Applicants will also need to have a digital certificate that is associated with that Customer Number. To learn more about how to apply for a Customer Number and/or get your digital certificate visit:

<http://www.uspto.gov/ebc/portal/infocustomernumber.htm>

**To associate a new PCT application that you are filing in EFS-Web with an already existing Customer Number,** simply enter your Customer Number in the appropriate field in EFS-Web as you are filling in the Application Data.

<b>Correspondence Address:</b> 
Enter a customer number if one is associated and provide an address where USPTO should send correspondence for this application.
<i>Customer Number for Association in PAIR</i>
<b>Customer Number</b> <input type="text"/> 
*Correspondence Address
<input type="text"/>
*Name 1 <input type="text"/>

**To associate a new PCT paper application to an already existing Customer Number** use the updated form PTO-1382 and include your Customer Number in the provided field. Form PTO-1382 (in Adobe PDF & editable PDF) has been posted on:

[http://www.uspto.gov/patents/init\\_events/pct/Chapter1.jsp](http://www.uspto.gov/patents/init_events/pct/Chapter1.jsp)

**To associate an already established PCT application to an already existing Customer Number,** you must submit a request to the USPTO.

Please see the ["Request to Update a PCT Application With a Customer Number" form letter \[MS Word, 25kB\]](#).

The form letter is simply provided for your guidance and convenience. The following information is required to associate a PCT application with a Customer Number for viewing in Private PAIR: Customer Number, PCT application number, Registration Number (if not submitted by applicant) and Signature of applicant or attorney of record (e-Signatures are acceptable). Please note that each Request to Update a PCT Application requires a separate request letter, which needs to be signed by (one of) the attorney(s) of record. Please note that the enclosed "Privacy Act Statement" is provided for your review and is not required as part of the request.

The Request Letter can be mailed or faxed to:  
Mail Stop EBC  
Commissioner for Patents  
P.O. Box 1450 Alexandria, VA 22313-1450.  
Fax: 571-273-0177

**Associating your PCT application with a Customer Number does not affect or modify the correspondence address or any other information associated with your PCT application;** it is merely used for viewing your pending non-published PCT applications in Private PAIR.

PCT applicants who associate their PCT applications to their Customer Number will have access to the application in Private PAIR but will NOT be able to use the Customer Number to establish or change the PCT correspondence address.

PCT applicants must file a paper under PCT Rule 92bis with either the receiving Office or the International Bureau to change the correspondence address for an international application.

**The documents that will be viewable in Private PAIR** will be documents that have been scanned into the Office image database. These images are primarily images of incoming documents, with some outgoing documents if they have been scanned into the Office image database. Most PCT forms mailed by the USPTO are held in a separate database and will not be viewable. The PCT forms generated around spring 2007 will be viewable in Private PAIR. Presently, only Chapter I documents will be viewable in Private PAIR but there are plans to allow applicants to view to their own Chapter II documents.

The documents prepared by the US patent examiners, e.g. International Search Report, Written Opinion of the International Searching Authority, International Preliminary Report on Patentability (Chapter II of the PCT), etc., will not be viewable as a general rule since they are not scanned in the Office image database.

**For more PCT information, visit:** [http://www.uspto.gov/patents/init\\_events/pct/index.jsp](http://www.uspto.gov/patents/init_events/pct/index.jsp)