Effective May 1, 2003, the United States Patent and Trademark Office has a new address for some mail. See Correspondence with the United States Patent and Trademark Office, 68 Fed. Reg. 14332 (March 25, 2003). The mail stop should generally appear as the first line in the address, but the term "Mail Stop" may be abbreviated "MS". Special mail stop designations should be used to allow forwarding of particular types of mail to the appropriate area as quickly as possible. Such mail may be forwarded to the appropriate area without being opened. Only the specified type of document should be placed in an envelope addressed to one of these special mail stops. If any documents other than the specified type identified for each special mail stop are addressed to that mail stop, they will be significantly delayed in reaching the appropriate area for which they are intended.

Some correspondence may only be submitted via the Office's electronic filing system (EFS). Instructions on how to file and what can be filed via EFS are posted on the Office's Internet Web site http://www.uspto.gov under the Electronic Business Center section.

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

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Mail Stop Application Number
For fee and petitions under 37 CFR 1.182 to obtain date received and/or application number for patent applications prior to the Office’s standard notification (return post card. or the official "Filing Receipt", "Notice to File Missing Parts", or "Notice of Incomplete Application").

Mail Stop Comments-Patents
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Mail Stop CPA Requests for Continued Prosecution Applications (CPA's) under 37 CFR 1.53(d).

Mail Stop DD Disclosure Documents or materials related to the Disclosure Document Program.

Mail Stop Design The filing of all design patent applications that do not request expedited examination under 37 CFR 1.55.

Mail Stop EBC Mail for the Electronic Business Center.

Mail Stop Expedited Design Only to be used for the initial filing of design applications accompanied by a request for expedited examination under 37 CFR 1.155. (Design applicants seeking expedited examination may alternatively file a design application and corresponding request under 37 CFR 1.155 by hand-delivering the application papers and request directly to the Design Group Director's office.)

Mail Stop Issue Fee All communications following the receipt of a PTOL-85, "Notice of Allowance and Fee(s) Due", and prior to the issuance of a patent should be addressed to Mail Stop Issue Fee, unless advised to the contrary. Issue fee payments can also be faxed to (703)746-4000. Assignments are the exception. Assignments (with cover sheets) should be faxed to (703)306-5995 or submitted in a separate envelope and be sent to Mail Stop Assignment Recordation Services, Director - U.S. Patent and Trademark Office as shown below.

Mail Stop Missing Parts Reply to the Notice to File Missing Parts of Application and associated papers and fees. Note that such correspondence may also be faxed to: 703-746-4060.
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Special box designations should be used to allow forwarding of particular types of trademark mail to the appropriate areas as quickly as possible. In addition to these box designations, filers are encouraged to indicate whether the contents of the envelope contain a fee. Envelopes containing a fee should be marked "FEE"; envelopes not containing a fee should be marked "NO FEE". Box designations and "FEE/NO FEE" indicators should appear on the envelope as well as on the cover sheet or first page of any document.

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Mail Box Designations Explanation

Box NEW APP FEE   New trademark applications and fees.
Box TTAB FEE      Oppositions, cancellation petitions, and ex parte appeals.
Box TTAB NO FEE   Interferences, motions, and extension requests.
Box STATUS NO FEE Written status inquiries.
Box POST REG FEE  Affidavits, renewals, corrections and amendments.
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Alexandria, VA 22313-1450

Mail Stop Designations Explanation
Mail Stop 3  Mail for the Office of Personnel from NFC.

Mail Stop 6  Mail for the Office of Procurement.

Mail Stop 8  All papers for the Office of the Solicitor except communications relating to pending litigation and disciplinary proceedings; papers relating to pending litigation in court cases shall be mailed only to Office of the Solicitor, P.O. Box 15667, Arlington, VA 22215 and papers related to pending disciplinary proceedings before the Administrative Law Judge or the Director shall be mailed only to the Office of the Solicitor, P.O. Box 16116, Arlington, VA 22215.

Mail Stop 11 Mail for the Electronic Ordering Service (EOS).

Mail Stop 13 Mail for the Employee and Labor Relations Division.

Mail Stop 16 Mail related to refund requests.

Mail Stop 17 Invoices directed to the Office of Finance.

Mail Stop 24 Mail for the Inventor's Assistance Program, including complaints about Invention Promoters.

Mail Stop 171 Vacancy Announcement Applications.

Mail Stop Assignment Recordation Services All assignment documents, security interests, and other documents to be recorded in the Assignment records. Note that documents with cover sheets faxed to (703)306-5995 are processed much more quickly than those submitted by mail.

Mail Stop Congressional Relations Mail for the Office of Congressional Relations.

Mail Stop Document Services All requests for certified or uncertified copies of patent or trademark documents.

Mail Stop EEO Mail for the Office of Civil Rights.

Mail Stop Enforcement Mail for the Office of Enforcement.

Mail Stop Interference Communications relating to interferences and applications and patents involved in interference.

Mail Stop International Relations Mail for the Office of International Relations.

Mail Stop M Correspondence Correspondence related to maintenance fees other than payments of maintenance fees in patents. See below for the address for maintenance fee
Mail Stop OED  Mail for the Office of Enrollment and Discipline.

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