

Submission of electronic copies of certified copies of documents

It has been long standing practice for copies of documents required under the Acts and Rules to be furnished in hard copy and sent by post. However, Patent, Trade Marks and Design rules now provide that notices and documents required under the Acts and Rules may be delivered in electronic form.¹

The following documents may be submitted electronically (by email). The documents must be in PDF format.

Foreign Priority Documents

- **Patents:** Priority documents (being a certified copy of a previously filed patent application and where appropriate translation of same together with a certificate issued by the competent national authority which received the previous application stating the date of filing) filed in accordance with Rule 22 of the Patents Rules 1992.
- **Trade marks:** Priority documents (being a certificate by the competent national authority which verifies the filing date and country of filing, the representation of the mark, the goods and services covered by the earlier application and its filing number) filed in accordance with Rule 13 of the Trade Mark Rules 1996.
- **Industrial Designs:** Priority documents (being a certificate by the competent national authority which verifies the filing date and country of filing, the representation of the design and its filing number) filed in accordance with Rule 17 of the Trade Mark Rules 1996.

A copy of the certificate issued by a competent authority and accompanying priority document (if required) in PDF format should normally meet the requirements of Rule 13 of the Trade Marks Rules 1996, Rule 17 of the Industrial Designs Regulations 2002 and Rule 22 of the Patents Rules 1992, for verification of the document to the satisfaction of the Controller. However, in the event that the Controller is not satisfied with the certificate or document furnished by electronic means, the Controller may request the original certificate and certified copy document in hard copy to be furnished.

Certified and Uncertified Documents

Copies of documents filed at the Intellectual Property Office of Ireland may be required in order to prove ownership or interest in an Irish patent, trade mark or design registration or in order to claim priority when filing an application abroad.

The Controller will, on request accompanied by the prescribed fee supply a certified copy or extract or uncertified copy or extract of any entry in the register.

Certified copy

A certified copy of a document or an entry in the relevant register may be required in order to:

- register a patent, trade mark or design outside Ireland
- register title or interest or claim in a patent, trade mark or design in the appropriate register maintained by the Intellectual Property Office of Ireland.

¹ Regulation 6 of the Industrial Designs Regulations 2002, Rule 94A of the Patent Rules 1992 and Rule 8 of the Trade Mark Rules 1996.

- prove legal ownership of intellectual property, e.g. before the courts.

The Intellectual Property Office of Ireland issues certified copies of documents, entries in the registers etc. in hard copy and by post on payment of the prescribed fee.

Where the legislation requires the submission of a certified copy of an instrument or document (e.g. for the purpose of recording registrable transactions in the relevant register), the Office is prepared to accept an electronic facsimile of the document or instrument in PDF format. However, in the event that the Controller is not satisfied with the certified copy of the instrument or document furnished by electronic means, the Controller may request the original hard copy.

Uncertified copy

An uncertified copy is a photocopy, facsimile or digital copy of a document or extract from the relevant register. It is usually not possible to use uncertified copies of documents or extracts from the Registers when filing priority documents with national or international IP offices abroad or to prove ownership. A certified copy is usually required.

The Intellectual Property Office of Ireland will provide uncertified copies of documents by post or by email. Uncertified copies of documents or extracts may be subject to the payment of a prescribed fee.

If the legislation requires the submission of a certified copy of a document or instrument for whatever purpose, then an uncertified copy should not be submitted as it will not be acceptable.

In case of doubt, contact the Office on 00 353 56 7720111 or by email at ipinfo@ipoi.gov.ie

Requesting certified or uncertified copies of documents or extracts from the registers

When requesting certified or uncertified copies you will need:

- the patent, design or trade mark application or registration number;
- an email address where the requested copies can be sent;
- a postal address – where hard copies of certified documents can be sent;.
- a debit or credit card, in order to pay any fees (by telephone). Please note that fees can be paid by EFT.

[More details on methods of payment can be found here ([link to https://www.ipoi.gov.ie/en/manage-ip/pay-or-renew/other-payment-options/](https://www.ipoi.gov.ie/en/manage-ip/pay-or-renew/other-payment-options/))]