

# PROVISIONAL PATENT COVER LETTER

**Invention Title:** \_\_\_\_\_

**Inventor(s):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**INVENTION OVERVIEW**

**Purpose of Invention:**

\_\_\_\_\_

**Description of problem(s) that this Invention solves:**

\_\_\_\_\_

**Description on how the Invention is an improvement over existing technology:**

\_\_\_\_\_

**Individual and business demographics that would use this Invention:**

\_\_\_\_\_

**Description of the benefits of this Invention to its users:**

\_\_\_\_\_

**Brief Description of the Invention:**

\_\_\_\_\_

**DESCRIPTION OF INVENTION DRAWINGS:**

All patent applications must include at least one or more illustrations and/or pictures of the invention. The illustrations presented can be hand drawn, produced on CAD or be formal patent drawings completed by a professional. The drawings should fully illustrate all the key design parts and components of the invention, especially those parts and/or components that are deemed unique and patentable. Failure to provide adequate illustrations could result in the loss of patent rights. Copies of all illustrations should be attached at the end of the provisional patent application.

Each illustration should be consecutively labeled beginning with "Illustration 1" and proceeding accordingly until all illustrations have been labeled. To review other similar granted patents to gain an insight into the level of detail expected for the invention, you can visit <http://www.uspto.gov/patents/process/search/>.

**Illustration Brief Description:**

\_\_\_\_\_

The Applicant has attached the following illustrations of the aforementioned invention at the end of this provisional patent application:

- **Illustration One (1) Description:** \_\_\_\_\_

**Parts and Components Identification:**

Each part and component of the Invention should be assigned a reference number and descriptive title:

REFERENCE NUMERAL	PART NAME
1	_____

## **INVENTION DETAILED DESCRIPTION**

### **Description of the Parts of the Invention:**

Provide a detailed description for each of the parts contained on or in the invention. Failure to adequately disclose the Invention herein could result in the loss of valuable patent rights.

<b>PART NUMBER</b>	<b>PART DESCRIPTION</b>
1	

### **Relationship between the Parts of the Invention:**

Provide detailed description of how each of the parts is connected to the other part(s), if any.

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### **Details of the Invention Operation/Functions:**

Provide in-depth details on the functionality of the invention and how it operates.

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### **Unique Features of Invention:**

Provide details of the features that are unique to the invention and differentiate it from other products or technology of a similar nature.

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### **Best Manufacturing Method:**

Provide details of the most effective method to build, produce and/or manufacture the invention.

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# PROVISIONAL APPLICATION FOR PATENT COVER SHEET

*In accordance with 37 CFR 1.53(c)*

Express Mail Label No. \_\_\_\_\_

INVENTOR(S) INFORMATION		
First and Middle Name	Surname	Residence Address
_____	_____	_____ _____ _____

## TITLE OF THE INVENTION (MAX OF 500 CHARACTERS)

\_\_\_\_\_

## ADDRESS WHERE ALL CORRESPONDENCE SHOULD BE SENT OR MAILED:

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
County: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## ENCLOSED APPLICATION PARTS (check only those that apply):

- Application Information Sheet (Pursuant to 37 CFR 1.76)
- Number of Drawings: \_\_\_\_\_
- Invention Description Number of Pages: \_\_\_\_\_
- Number of Disks: \_\_\_\_\_
- Other Items Included: \_\_\_\_\_

## FILING FEE PAYMENT METHOD & APPLICATION SIZE FEE (check one)

- Applicant asserts small entity status (*See 37 CFR 1.76*).
- \_\_\_\_\_

\_\_\_\_ Applicant certifies micro entity status (*See 37 CFR 1.29 – Applicant must attach form PTO/SB/15A or B or equivalent*).

\_\_\_\_ Check or money order made payable to the *Director of the United States Patent and Trademark Office* and is enclosed to cover the filing fee and application size fee (if applicable).

\_\_\_\_ Payment by credit card – Requires Form PTO-2038 and must be attached to the application. (You can obtain a credit card payment from at: <http://www.uspto.gov/forms/2038-fill.pdf>)

\_\_\_\_ The Director is hereby authorized to charge the filing fee and application size fee (*if applicable*) or credit for overpayment to Deposit Account Number: \_\_\_\_\_.

**TOTAL FEE AMOUNT:** \_\_\_\_\_

***USE ONLY FOR FILING A PROVISIONAL APPLICATION FOR PATENT***

This collection of information is required by *37 CFR 1.51*. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by *35 U.S.C. 122* and *37 CFR 1.11* and *1.14*. This collection is estimated to take 10 hours to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. **DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS.** Should you require assistance completing this form, call 1-800-786-9199 option 2.

**SEND ALL COMPLETED FORMS AND FEES TO:  
Commissioner for Patents, P.O. Box 1450, Alexandria, VA 22313-1450.**

The invention was made by an agency of the United States Government or under a contract with an agency of the United States Government. (Please check one)

\_\_\_\_ No

\_\_\_\_ Yes, the invention was made by an agency of the U.S. Government. The U.S. Government Agency name is: \_\_\_\_\_.

\_\_\_\_ Yes, the invention was made under a contract with an agency of the U.S. Government. The name of the U.S. Government Agency and Government contract number are:  
\_\_\_\_\_

\_\_\_\_ -

**WARNING:**

Petitioner/applicant is cautioned to avoid submitting personal information in documents filed in a patent application that may contribute to identity theft. Personal information such as social security numbers, bank account numbers, or credit card numbers (other than a check or credit card authorization form PTO-2038 submitted for payment purposes) is never required by the USPTO

to support a petition or an application. If this type of personal information is included in documents submitted to the USPTO, petitioners/applicants should consider redacting such personal information from the documents before submitting them to the USPTO. Petitioner/applicant is advised that the record of a patent application is available to the public after publication of the application (unless a non-publication request in compliance with 37 CFR 1.213(a) is made in the application) or issuance of a patent. Furthermore, the record from an abandoned application may also be available to the public if the application is referenced in a published application or an issued patent (see 37 CFR 1.14). Checks and credit card authorization forms PTO-2038 submitted for payment purposes are not retained in the application file and therefore are not publicly available.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registration No. (if appropriate): \_\_\_\_\_

Telephone: \_\_\_\_\_

Docket Number: \_\_\_\_\_

## Privacy Act Statement

The *Privacy Act of 1974 (P.L. 93-579)* requires that you be provided with certain information in connection with your submission of the attached form related to a patent application or patent. Accordingly, pursuant to the requirements of the Act, please be advised that: (1) the general authority for the collection of this information is *35 U.S.C. 2(b)(2)*; (2) furnishing of the information solicited is voluntary; and (3) the principal purpose for which the information is used by the U.S. Patent and Trademark Office is to process and/or examine your submission related to a patent application or patent. If you do not furnish the requested information, the U.S. Patent and Trademark Office may not be able to process and/or examine your submission, which may result in termination of proceedings or abandonment of the application or expiration of the patent.

The information provided by you in this form will be subject to the following routine uses:

1. The information on this form will be treated confidentially to the extent allowed under the *Freedom of Information Act (5 U.S.C. 552)* and the *Privacy Act (5 U.S.C. 552a)*. Records from this system of records may be disclosed to the Department of Justice to determine whether disclosure of these records is required by the Freedom of Information Act.
2. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
3. A record in this system of records may be disclosed, as a routine use, to a Member of Congress submitting a request involving an individual, to whom the record pertains, when the individual has requested assistance from the Member with respect to the subject matter of the record.
4. A record in this system of records may be disclosed, as a routine use, to a contractor of the Agency having need for the information in order to perform a contract. Recipients of information shall be required to comply with the requirements of the *Privacy Act of 1974*, as amended, pursuant to *5 U.S.C. 552a(m)*.
5. A record related to an International Application filed under the Patent Cooperation Treaty in this system of records may be disclosed, as a routine use, to the International Bureau of the World Intellectual Property Organization, pursuant to the Patent Cooperation Treaty.
6. A record in this system of records may be disclosed, as a routine use, to another federal agency for purposes of *National Security review (35 U.S.C. 181)* and for review pursuant to the *Atomic Energy Act (42 U.S.C. 218(c))*.
7. A record from this system of records may be disclosed, as a routine use, to the Administrator, General Services, or his/her designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of *44 U.S.C. 2904 and 2906*. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (*i.e., GSA or Commerce*) directive. Such disclosure shall not be used to make determinations about individuals.
8. A record from this system of records may be disclosed, as a routine use, to the public after either publication of the application pursuant to *35 U.S.C. 122(b)* or issuance of a patent pursuant to *35 U.S.C. 151*. Further, a record may be disclosed, subject to the limitations of *37 CFR 1.14*, as a routine use, to the public if the record was filed in an application which

became abandoned or in which the proceedings were terminated and which application is referenced by either a published application, an application open to public inspection or an issued patent.

9. A record from this system of records may be disclosed, as a routine use, to a Federal, State, or local law enforcement agency, if the USPTO becomes aware of a violation or potential violation of law or regulation.