

Intellectual Property Rights

External User Quick Reference Guide
(QRG)



June 2022



U.S. Customs and
Border Protection





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TOPIC 1: SUBMITTING A NEW RECORDATION IN IPRR

INTRODUCTION

When you access IPRR, the **IPRR Home** page displays. In IPRR, creating a new recordation depends on the status of the existing recordation. If any of the following criteria exist, you cannot continue the process.

- If a recordation exists and is active.
- If the recordation is not found in Copyright search.
- If the recordation is not found in Trademark search.
- If the recordation in a matching Trademark search is listed as dead in USPTO.

An error message displays if the status does not allow the new recordation.

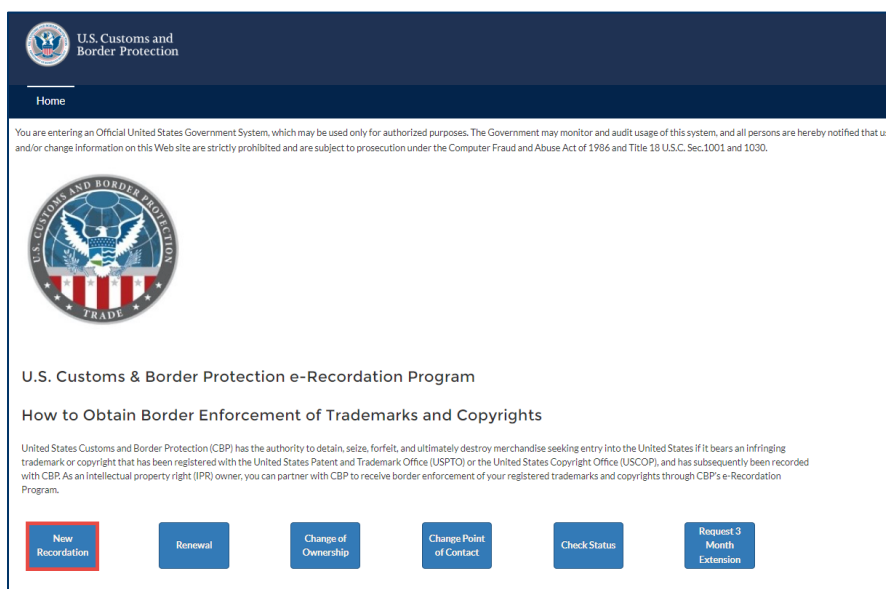


Figure 1: IPR External User – IPRR Home Page

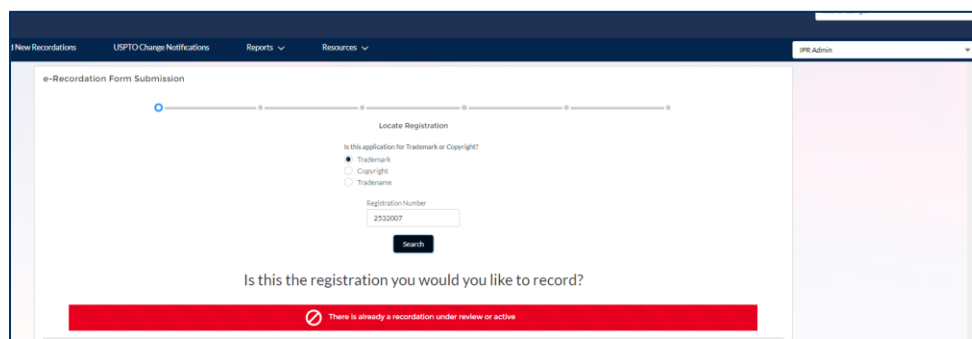


Figure 2: New Recordation - Error Message

To create a new recordation, select **New Recordation**. The multi-step **e-Recordation Form Submission** opens.

In the submission form, you select if the application is for a trademark or copyright. Use the **Registration Number** text box and **Search** button to locate a registration. The system validates the registration number and if



valid, displays the registration information. Select **Next** to continue the e-Recordation form. The **Intellectual Property Information** page displays.

Figure 3: New Recordation - Locate Registration



IMPORTANT: If a recordation exists for the registration number you search for, a notice displays. To update the existing recordation, select the appropriate radio button. Select **Next** and refer to following topics to change the owner, renew, or request extension of an existing recordation:

- Topic 2: Renewing a Recordation in IPRR
- Topic 3: Changing Ownership for a Recordation in IPRR
- Topic 6: Requesting a Three-Month Extension in IPRR

Figure 4: IPR External User – New Recordation Action Options

In the **Intellectual Property Information** page, review the information for accuracy and select **Next**.

In the **Point of Contact Information** page, required information is marked with an asterisk (*). After you complete the point of contact information, select **Next**.

Figure 5: IPR External User – New Recordation Point of Contact Information





In the **Additional Information** page, you can provide any additional information on the registration. You can update the following information:

- Name(s) of the parent, subsidiaries, and/or affiliates of the trademark owner
- Address(es) of the authorized manufacturers
- Licenses
- Manufacturing country
- Additional authentication information

After updating the page, select **Next**.

In the **File Upload** page, the **Registration Certificate** and **Specimen 1** files are required. Upload the required files in the **Attach Related Documents** section of the page. Select **Next**.

In the **Review** page, review the information for accuracy. To review the information, select the expand > icon to expand the **Contact Details**, **Intellectual Property Information**, **Additional Information**, and **File Upload** sections. To make any updates, select the **Previous** button to navigate to the corresponding page.

An electronic signature is required to complete the submission. After you complete and review the recordation, select **Submit and Go to Payment**.

e-Recordation Form Submission

Review

> Contact Details

> Intellectual Property Information

> Additional Information

> File Upload

The total cost of this filing is \$190. Upon submission you will be directed to Pay.gov to complete your payment

I declare that the information I have provided is true and accurate, and I acknowledge that any willful materially false, fictitious, or fraudulent statements or representations in my application for recordation with U.S. Customs and Border Protection may jeopardize the validity of the application and are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001.

* Electronic signature of individual making application
John Trainer

Previous Submit and Go to Payment

Figure 6: IPR External User – New Recordation Submit and Go to Payment

In the **Payment Information** page select the credit card option and select **Continue**. Complete the payment process and select **Submit**. A **Payment Successful** notification is sent to the email provided in the **Point of Contact** information.





Figure 7: IPR External User – New Recordation Payment Information

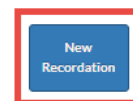


IMPORTANT: CBP accepts payment through a credit card or debit card only.

HOW TO SUBMIT A NEW RECORDATION IN IPRR

1. In the IPRR home page, select **New Recordation**.

The **e-Recordation Form Submission** dialog box displays.



2. Select the **Trademark** or **Copyright** radio button.

3. In the **Registration Number** text box, type *the registration number*.



TIP: To continue the process, you must search for a registration number. The registration number cannot have a status of **New**, **Invalid**, **Dead**, or **Expired**.

4. Select **Search**.

The system validates the registration number and if valid, displays the **Registration Information**.



TIP: The **Live/Dead Indicator** provides the status of the registration.

5. Select **Next**.

The **Intellectual Property Information** page displays.

6. Review the intellectual property information and select **Next**.

The **Point of Contact Information** page displays.

7. Select the appropriate text boxes and provide the required information to include:

- a. * **First Name**
- b. * **Last Name**





- c. * **Address**
- d. * **City**
- e. * **Country**
- f. * **Sate**
- g. * **Zip Code**
- h. * **Telephone Number**
- i. * **Email Address 1**
- j. **Confirm Email Address**



TIP: You can type **Telephone Number** without dashes, and it should be 10-digits.

8. Select **Next**.

The **Additional Information** page displays.

9. In the ***Manufacturing Country** text box, type *the country of manufacturing*.

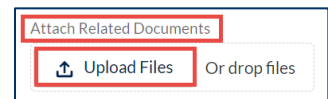
10. If appropriate, complete additional information fields.

11. Select **Next**.

The **File Upload** page displays.

12. In the **Attach Related Documents** section, select **Upload Files**.

The document files dialog box displays.



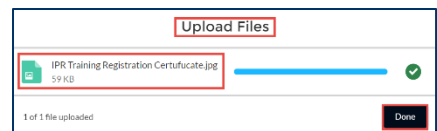
13. Locate and select the file to upload.



TIP: You can select multiple files to upload at once.

The **Upload Files** dialog displays the progress of each file upload.

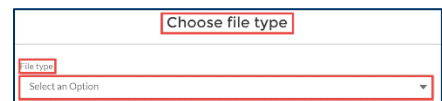
14. When the upload completes, in the **Upload Files** dialog, select **Done**.



The **Choose File Type** dialog box displays.

15. In the **File Type** drop-down menu, select the file type.

The file type drop-down menu displays.



IMPORTANT: You must upload and identify a **Registration Certificate** file and **Specimen 1** file.

16. Select **OK**.

17. Select **Next**.

The **Review** page displays.





18. Review the recordation information to ensure it is correct.

19. In the ***Electronic signature of individual making application** text box, type *your signature*.

20. Select **Submit and Go to Payment**.

IPRR opens **Pay.gov** where you complete payment for the recordation.

21. In **Pay.gov**, select the **Debit or credit card** method of payment radio button.



IMPORTANT: CBP accepts payment through a credit card or debit card only.

22. Select **Continue**.

The payment method landing page displays.

23. In the payment method page, complete all required information.

24. Select **Continue**.

The **Review** page displays.

25. Review your information and select the check box **“I authorize...”**.

26. Select **Continue**.

27. The IPRR application displays a **Payment Complete** notification.

You will receive an email with the payment information.



NOTE: The email is sent to the email address provided on the **Point of Contact** page of the application.



TOPIC 2: RENEWING A RECORDATION IN IPRR

INTRODUCTION

Individuals must have an active e-Recordation on file before renewing their trademark or copyright. You can only renew a recordation once and only if the expiration date is within three months.

In IPRR, renewing a recordation depends on the status of the existing recordation. If any of the following criteria exist, you cannot continue the process.

- If a recordation on file is expired.
- If the recordation is pending.
- If the recordation expiration is greater than 180 days out.

An error message displays if the status does not allow the new recordation.

To renew a recordation, in the **IPRR Home** page, select **Renewal**. The multi-step **e-Recordation Form Submission** opens.



Figure 8: IPRR Home Page - Renewal

In the submission form, you select if the application is for a trademark or copyright. Use the **Registration Number** text box and **Search** button to locate a registration. The system validates the registration number and if valid, displays the registration information. Select **Next** to continue the e-Recordation form.

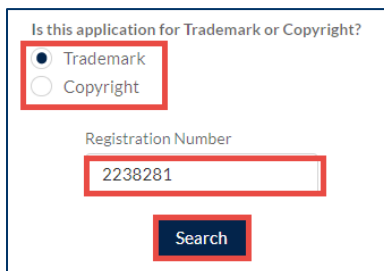


Figure 9: IPR External User - Renewal Recordation Locate Registration



If a recordation exists for the registration number you search for, a notice displays. In the notice, select the **Renewal** radio button and select **Next**.

There is already an active eRecordation in our system for this registration number.
Status: Approve
Please select from the options below.

* Please select an action below

Owner Change
 Renewal
 Request Extension

Previous Next

Figure 10: IPR External User – Renewal Recordation Action Options

The submission form displays the **Intellectual Property Information**. Review the information for accuracy and select **Next**.



IMPORTANT: The Intellectual Capital (IC) section is required renew a recordation.

Intellectual Property Information

Title
ZFORCE

Description
Color is not claimed as a feature of the mark. The mark consists of the stylized wording "ZFORCE", featuring a design inside the letter "O", consisting of two helping hands connected to the letter's outside, reaching inside the circle towards each other.

Disclaimer
N/A

Owner of Intellectual Property Right
ORIGINAL APPLICANT: ZForce, Inc. 4 Bonpel Road North Reading MASSACHUSETTS 01864.
OWNER AT PUBLICATION: ZForce, Inc. 4 Bonpel Road North Reading MASSACHUSETTS 01864.
ORIGINAL REGISTRANT: ZForce, Inc. 4 Bonpel Road North Reading MASSACHUSETTS 01864

* Please select the ICs for which you are requesting CBP recordation. The fee is \$190.00 per IC

Select Options

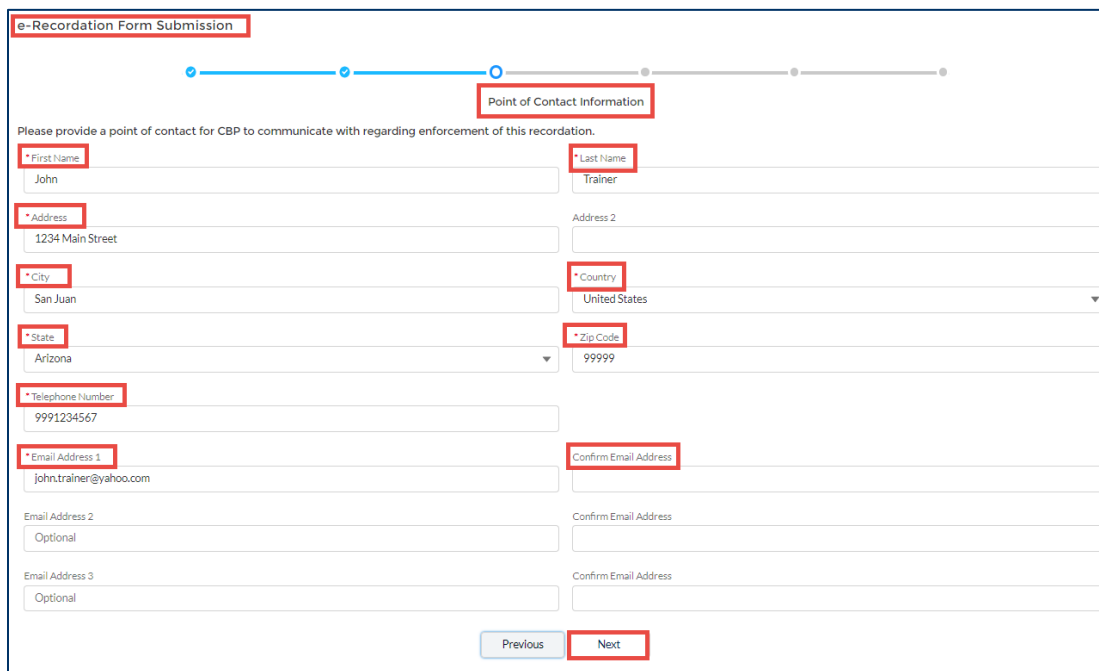
Selected Options
035

Previous Next

Figure 11: IPR External User – Renewal Recordation Intellectual Property Information Review Page



In the **Point of Contact Information** page, required information is marked with an asterisk (*). After you complete the point of contact information, select **Next**.



e-Recordation Form Submission

Point of Contact Information

Please provide a point of contact for CBP to communicate with regarding enforcement of this recordation.

* First Name: John
* Last Name: Trainer
* Address: 1234 Main Street
Address 2:
* City: San Juan
* Country: United States
* State: Arizona
* Zip Code: 99999
* Telephone Number: 9991234567
* Email Address 1: john.trainer@yahoo.com
Confirm Email Address:
Email Address 2: Optional
Confirm Email Address:
Email Address 3: Optional
Confirm Email Address:

Previous Next

Figure 12: IPR External User - Renewal Recordation Point of Contact Information

In the **Additional Information** page, you can provide any additional information on the registration. You can update the following information:

- Name(s) of the parent, subsidiaries, and/or affiliates of the trademark owner
- Address(es) of the authorized manufacturers
- Licenses
- Manufacturing country
- Additional authentication information

After updating the page, select **Next**.

In the **File Upload** page, the **Registration Certificate** and **Specimen 1** files are required. Upload the required files in the **Attach Related Documents** section of the page. Select **Next**.

In the **Review** page, review the information for accuracy. To review the information, select the expand > icon to expand the **Contact Details**, **Intellectual Property Information**, **Additional Information**, and **File Upload** sections. To make any updates, select the **Previous** button to navigate to the corresponding page.

An electronic signature is required to complete the submission. After you complete and review the recordation, select **Submit and Go to Payment**.



Figure 13: IPR External User – Renewal Recordation Submit and Go to Payment

In the **Payment Information** page select the credit card option and select **Continue**. Complete the payment process and select **Submit**. A **Payment Successful** notification is sent to the email provided in the **Point of Contact** information.



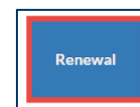
IMPORTANT: CBP accepts payment through a credit card or debit card only.

Figure 14: IPR External User – Renewal Recordation Payment Information

HOW TO RENEW A RECORDATION IPRR

1. In the **IPRR Home** page, select **Renewal**.

The **e-Recordation Form Submission** dialog box displays.



2. Select the **Trademark** or **Copyright** radio button.

3. In the **Registration Number** text box, type *the registration number*.



TIP: To continue the process, you must search for a registration number. The registration number cannot have a status of **New**, **Invalid**, **Dead**, or **Expired**.





4. Select **Search**.

The system validates the registration number and if valid, displays the **Registration Information**.



TIP: The **Live/Dead Indicator** provides the status of the registration.

5. Select the **Renewal** radio button.

6. Select **Next**.

The **Intellectual Property Information** page displays.

7. Review the intellectual property information and select **Next**.

The **Point of Contact Information** page displays.

8. Select the appropriate text boxes and provide the required information to include:

- a. * **First Name**
- b. * **Last Name**
- c. * **Address**
- d. * **City**
- e. * **Country**
- f. * **Sate**
- g. * **Zip Code**
- h. * **Telephone Number**
- i. * **Email Address 1**
- j. **Confirm Email Address**



TIP: You can type **Telephone Number** without dashes, and it should be 10-digits.

9. Select **Next**.

The **Additional Information** page displays.

10. In the ***Manufacturing Country** text box, type *the country of manufacturing*.

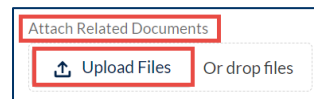
11. If appropriate, complete additional information fields.

12. Select **Next**.

The **File Upload** page displays.

13. In the **Attach Related Documents** section, select **Upload Files**.

The document files dialog box displays.



14. Locate and select the file to upload.

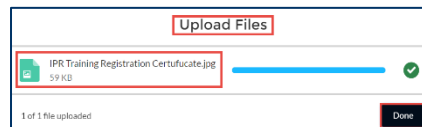




TIP: You can select multiple files to upload at once.

The **Upload Files** dialog displays the progress of each file upload.

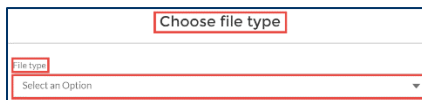
15. When the upload completes, in the **Upload Files** dialog, select **Done**.



The **Choose File Type** dialog box displays.

16. In the **File Type** drop-down menu, select the file type.

The file type drop-down menu displays.

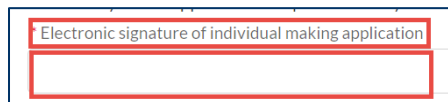


IMPORTANT: You must upload and identify a **Registration Certificate** file and **Specimen 1** file.

17. Select **OK**.
18. Select **Next**.

The **Review** page displays.

19. Review the recordation information to ensure it is correct.

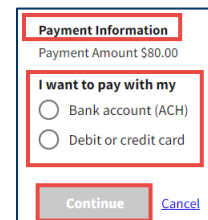


20. In the ***Electronic signature of individual making application** text box, type *your signature*.

21. Select **Submit and Go to Payment**.

IPRR opens **Pay.gov** where you complete payment for the recordation.

22. In **Pay.gov**, select the **Debit or credit card** method of payment radio button.



IMPORTANT: CBP accepts payment through a credit card or debit card only.

23. Select **Continue**.

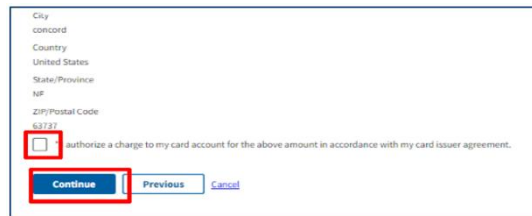
The payment method landing page displays.

24. In the payment method page, complete all required information.

25. Select **Continue**.

The **Review** page displays.

26. Review your information and select the check box **"I authorize..."**.



27. Select **Continue**.





28. The IPRR application displays a **Payment Complete** notification.

You will receive an email with the payment information.



NOTE: The email is sent to the email address that was provided on the **Point of Contact** page of the application.

Thank you for using IPRR.

Payment Complete

Payment Details:

- Payment Amount: \$190.00
- Pay.gov Transaction ID: 3FPL6SKL
- CBP Payment Services Transaction ID: 300946838



TOPIC 3: CHANGING OWNERSHIP FOR A RECORDATION IN IPRR

INTRODUCTION

Ownership can only change if the registration is active and the recordation does not have a status of **Pending**, **Expired**, **Reject**, or **Archive**. The recordation type and a registration number are required to change ownership.

An error message displays if the status does not allow the new recordation.

To change ownership of a recordation, in the **IPRR Home** page, select **Change of Ownership**. The multi-step **e-Recordation Form Submission** opens.

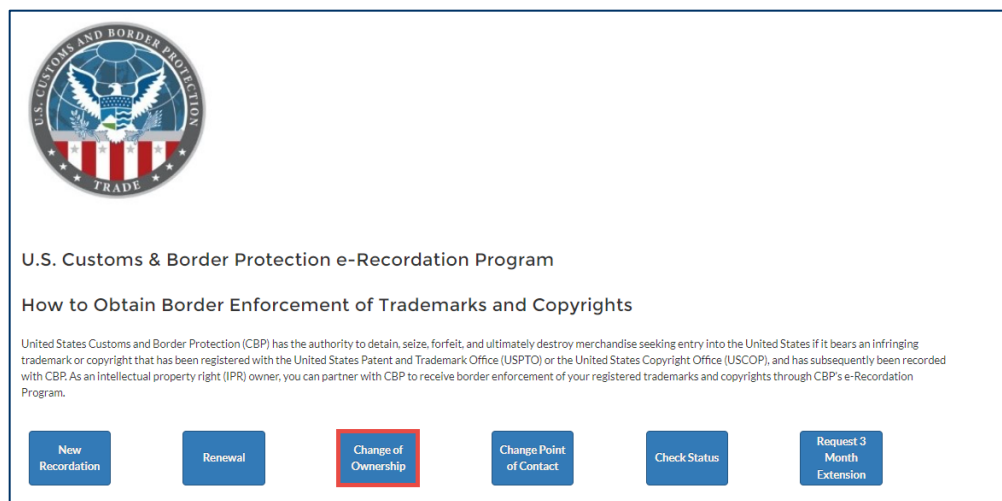


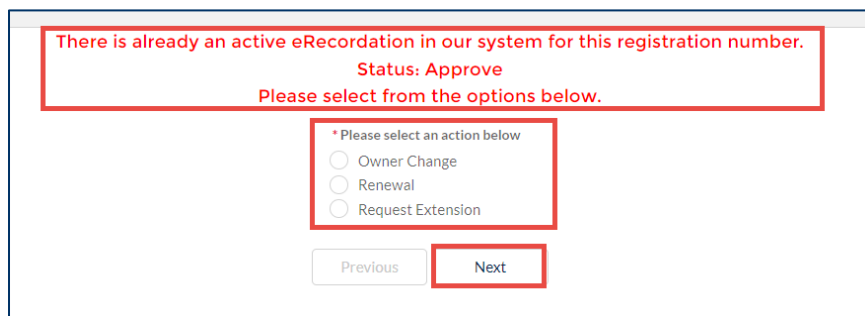
Figure 15: IPRR Home Page – Change of Ownership

In the submission form, you select if the application is for a trademark or copyright. Use the **Registration Number** text box and **Search** button to locate a registration. The system validates the registration number and if valid, displays the registration information.



Figure 16: Recordation Change of Ownership - Locate Registration

If a recordation exists for the registration number you search for, a notice displays. In the notice, select the **Owner Change** radio button and select **Next**.



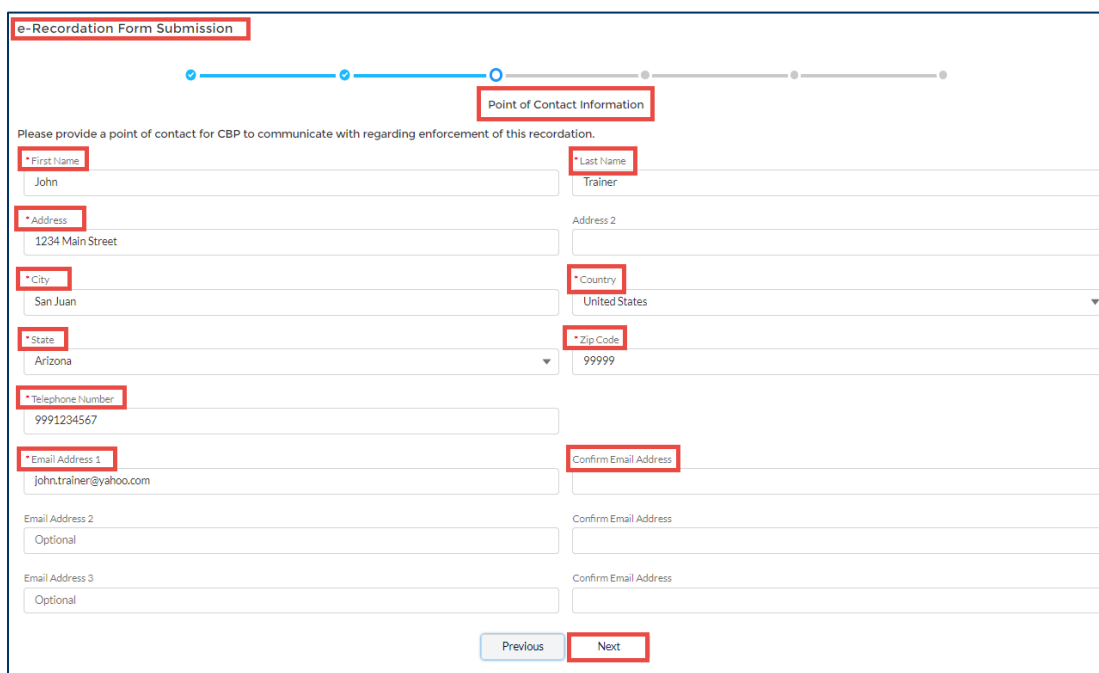
There is already an active eRecordation in our system for this registration number.
Status: Approve
Please select from the options below.

* Please select an action below
 Owner Change
 Renewal
 Request Extension

Figure 17: IPRR External User - Recordation Change of Ownership Options

The submission form displays the **Intellectual Property Information** page. Review the information for accuracy and select **Next**.

In the **Point of Contact Information** page, required information is marked with an asterisk (*). After you complete the point of contact information, select **Next**.



e-Recordation Form Submission

Point of Contact Information

Please provide a point of contact for CBP to communicate with regarding enforcement of this recordation.

* First Name: John
* Last Name: Trainer

* Address: 1234 Main Street
Address 2:
* City: San Juan
* Country: United States
* State: Arizona
* Zip Code: 99999

* Telephone Number: 9991234567

* Email Address 1: john.trainer@yahoo.com
Confirm Email Address:
Email Address 2: Optional
Confirm Email Address:
Email Address 3: Optional
Confirm Email Address:

Figure 18: IPRR External User - Recordation Change of Ownership Point of Contact Information

In the **Additional Information** page, you can provide any additional information on the registration. You can update the following information:

- Name(s) of the parent, subsidiaries, and/or affiliates of the trademark owner
- Address(es) of the authorized manufacturers
- Licenses
- Manufacturing country
- Additional authentication information

After updating the page, select **Next**.



e-Recordation Form Submission

Progress bar: Additional Information

Name(s) of parent, subsidiaries and/or affiliates of trademark owner, if any:
Shonac Corporation

Name(s) and address(es) of all authorized manufacturers:
1675 Watkins Road Columbus Ohio 43207

Licensees (may upload document later in application, if too voluminous) or location of online directory listing parties authorized to use the Intellectual property right:

* Manufacturing Country

Additional authentication information to be made available to CBP personnel, such as hidden authentication features, conventions for UPC serialization, format of product numbers, etc. This information may be provided as a PDF attachment later in application, if too voluminous

Please be advised that federal employees are prohibited from making authorized disclosures of information in its possession which "concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or to the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association," pursuant to the Federal Trade Secrets Act, 18 U.S.C. § 1905.

Previous **Next**

In the **File Upload** page, the **Registration Certificate** and **Specimen 1** files are required. Upload the required files in the **Attach Related Documents** section of the page. Select **Next**.

In the **Review** page, review the information for accuracy. To review the information, select the expand > icon to expand the **Contact Details**, **Intellectual Property Information**, **Additional Information**, and **File Upload** sections. To make any updates, select the **Previous** button to navigate to the corresponding page.

An electronic signature is required to complete the submission. After you complete and review the recordation, select **Submit and Go to Payment**.

e-Recordation Form Submission

Progress bar: Review

> **Contact Details**

> Intellectual Property Information

> Additional Information

> File Upload

The total cost of this filing is **\$190**. Upon submission you will be directed to Pay.gov to complete your payment

I declare that the information I have provided is true and accurate, and I acknowledge that any willful materially false, fictitious, or fraudulent statements or representations in my application for recordation with U.S. Customs and Border Protection may jeopardize the validity of the application and are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001.

* Electronic signature of individual making application

Previous **Submit and Go to Payment**

Figure 19: IPRR External User - Recordation Change of Ownership Submit and Go to Payment

In the **Payment Information** page select the credit card option and select **Continue**. Complete the payment process and select **Submit**. A **Payment Successful** notification is sent to the email provided in the **Point of Contact** information.





IMPORTANT: CBP accepts payment through a credit card or debit card only.

Figure 20: IPRR External User - Recordation Change of Ownership Payment Information

HOW TO CHANGE OF OWNERSHIP ON A RECORDATION IN IPRR

1. In the **IPRR Home** page, select **Change of Ownership**.
The **e-Recordation Form Submission** dialog box displays.



2. Select the **Trademark** or **Copyright** radio button.

3. In the **Registration Number** text box, type *the registration number*.



TIP: To continue the process, you must search for a registration number. A registration number cannot have a status of **Pending**, **Recommended**, **Unapprove**, **Archive**, or **Expired**.

4. Select **Search**.

The system validates the registration number and if valid, displays the **Registration Information**.



TIP: The **Live/Dead Indicator** provides the status of the registration.

5. Select the **Change Owner** radio button.
6. Select **Next**.
The **Intellectual Property Information** page displays.
7. Review the intellectual property information and select **Next**.
The **Point of Contact Information** page displays.
8. Select the appropriate text boxes and provide the required information to include:
 - k. * **First Name**





- l. * **Last Name**
- m. * **Address**
- n. * **City**
- o. * **Country**
- p. * **Sate**
- q. * **Zip Code**
- r. * **Telephone Number**
- s. * **Email Address 1**
- t. **Confirm Email Address**



TIP: You can type **Telephone Number** without dashes, and it should be 10-digits.

9. Select **Next**.

The **Additional Information** page displays.

10. In the ***Manufacturing Country** text box, type *the country of manufacturing*.

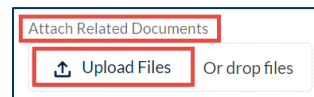
11. If appropriate, complete additional information fields.

12. Select **Next**.

The **File Upload** page displays.

13. In the **Attach Related Documents** section, select **Upload Files**.

The document files dialog box displays.



14. Locate and select the file to upload.

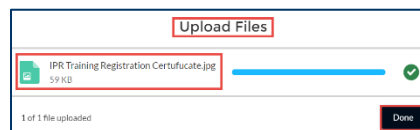


TIP: You can select multiple files to upload at once.

The **Upload Files** dialog displays the progress of each file upload.

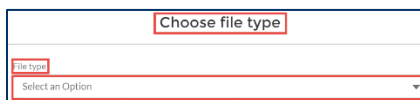
15. When the upload completes, in the **Upload Files** dialog, select **Done**.

The **Choose File Type** dialog box displays.



16. In the **File Type** drop-down menu, select the file type.

The file type drop-down menu displays.



IMPORTANT: You must upload and identify a **Registration Certificate** file and **Specimen 1** file.

17. Select **OK**.

18. Select **Next**.

The **Review** page displays.





19. Review the recordation information to ensure it is correct.

20. In the ***Electronic signature of individual making application** text box, type *your signature*.

21. Select **Submit and Go to Payment**.

IPRR opens **Pay.gov** where you complete payment for the recordation.

22. In **Pay.gov**, select the **Debit or credit card** method of payment radio button.



IMPORTANT: CBP accepts payment through a credit card or debit card only.

23. Select **Continue**.

The payment method landing page displays.

24. In the payment method page, complete all required information.

25. Select **Continue**.

The **Review** page displays.

26. Review your information and select the check box **“I authorize...”**.

27. Select **Continue**.

28. The IPRR application displays a **Payment Complete** notification.

You will receive an email with the payment information.



NOTE: The email is sent to the email address that was provided on the **Point of Contact** page of the application.





TOPIC 4: CHANGING THE POINT OF CONTACT ON A RECORDATION IN IPRR

INTRODUCTION

To change the point of contact, a user must submit a request to IPRRQuestion@cbp.dhs.gov. The request must be on firm/company letterhead and list each recordation number to modify. The request must include the new contact, name, address, telephone number, and email address.

To find these instructions in **IPRR**, select the **Change Point of Contact** button.



Figure 21: Recordation Change Point of Contact - POC Dialog Box

HOW TO FIND CHANGE THE POINT OF CONTACT INSTRUCTIONS

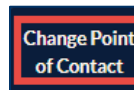
1. In the **IPRR Home** page, select **Change Point of Contact**.

The **Change Point of Contact** dialog box displays.

2. In the **Change Point of Contact (POC)** dialog box, select the email hyperlink.

A new email will open.

3. Attach the required firm/company letterhead document with the following information:
 - a. Associated recordation number(s)
 - b. Name
 - c. Address
 - d. Telephone Number
 - e. Email Address
4. Send the email.



TOPIC 5: CHECKING THE STATUS OF A RECORDATION IN IPRR

INTRODUCTION

You can check the status of recordations through the **IPRR** home page. Select **Check Status**. The **e-Recordation Form Submission Locate Registration** displays.

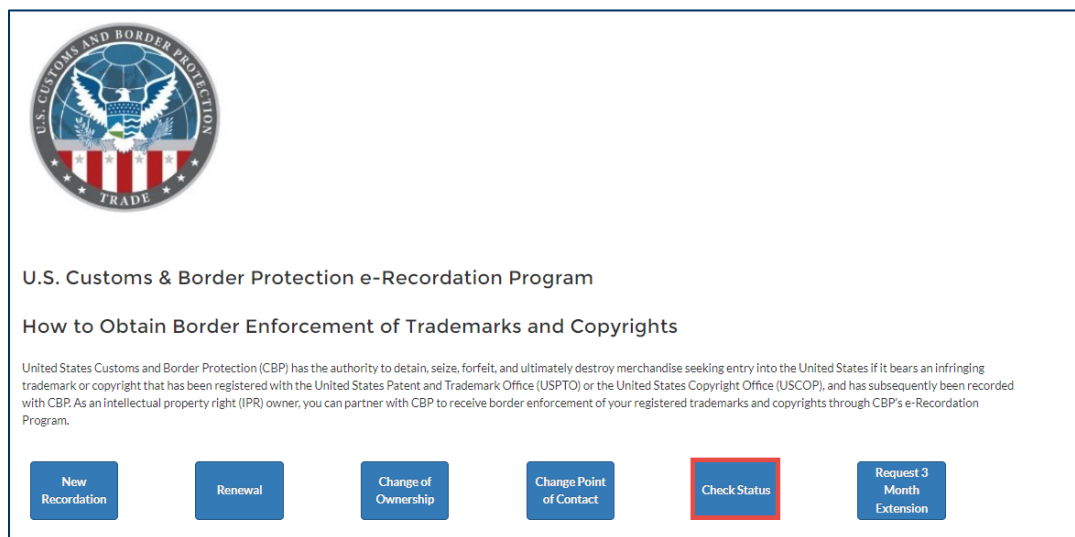


Figure 22: IPRR Home Page - Check Status

In the submission form, you select if the registration is for a trademark or copyright. Use the **Registration Number** text box and **Search** button to locate a registration. The system validates the registration number and if valid, displays the registration information.

The status is in a notice below the registration information.

Figure 23: Recordation Check Status - Current Status

HOW TO CHECK A STATUS OF A RECORDATION IN IPRR

1. In the **IPRR Home** page, select **Check Status**.
The **e-Recordation Form Submission** dialog box displays.
2. Select the radio button next to the **Trademark** or **Copyright**.



3. In the **Registration Number** text box, type *the registration number*.



TIP: To continue the process, you must complete the recordation type and enter a registration number. The registration number cannot have a status of **Pending**, **Recommended**, **Unapprove**, **Archive**, or **Expired**.

A screenshot of a web form. It features a text input field labeled 'Registration Number' containing the value '5332677'. Below the input field is a blue button with the word 'Search' in white text.

4. Select **Search**.

The system validates the registration number and if valid, displays the **Registration Information** and eRecordation status.

A red-bordered rectangular box containing the following text:

There is already an in-progress eRecordation in our system for this registration number.
No action can be taken at this time.
Status: Recommend





TOPIC 6: REQUESTING A THREE-MONTH EXTENSION IN IPRR

INTRODUCTION

Users can request a three-month extension for a recordation. The recordation type and a registration number are required to process the request. User cannot request an extension on a registration number with a status of **Pending, Expired, Reject, or Archive**.

In IPRR, requesting a three-month extension of a recordation depends on the recordations status. If any of the following criteria exist, you cannot continue the process.

- If the recordation is expired.
- If the recordation is pending.
- If the recordation expiration date is greater than 90-days out.
- If the recordation is within 90 days but one extension is already filed.

An error message displays if the status does not allow the new recordation.

To request an extension of a recordation, in the **IPRR Home** page, select **Request 3 Month Extension**. The multi-step **e-Recordation Form Submission** opens.



Figure 24: IPRR Request 3 Month Extension



IMPORTANT: To request a second extension a recordation, email IPRRQuestion@cbp.dhs.gov explaining your request.

In the submission form, you select if the recordation is for a trademark or copyright. Use the **Registration Number** text box and **Search** button to locate a registration. The system validates the registration number and if valid, displays the registration information and a notice. In the notice, select the **Request Extension** radio button and select **Next**.

Figure 25: IPRR Request for 3 Month Extension - Action Option

The submission form displays the **Intellectual Property Information**. Review the information for accuracy and select **Next**.

In the **Point of Contact Information** page, required information is marked with an asterisk (*). After you complete the point of contact information, select **Next**.





e-Recordation Form Submission

Point of Contact Information

Please provide a point of contact for CBP to communicate with regarding enforcement of this recordation.

* First Name: Tracy

* Last Name: Trade

* Address: 2345 Main Street

Address 2:

* City: San Antonio

* Country: United States

* State: Texas

* Zip Code: 99999

* Telephone Number: 9991234567

* Email Address 1: Tracy,Trade@yahoo.com

Confirm Email Address: Tracy,Trade@yahoo.com

Email Address 2: Optional

Confirm Email Address:

Email Address 3: Optional

Confirm Email Address:

2 Previous Next

Figure 26: Request for 3 Month Extension - Point of Contact Information

In the **Additional Information** page, you can provide any additional information on the registration. You can update the following information:

- Name(s) of the parent, subsidiaries, and/or affiliates of the trademark owner
- Address(es) of the authorized manufacturers
- Licenses
- Manufacturing country
- Additional authentication information

After updating the page, select **Next**.

In the **File Upload** page, the **Registration Certificate** and **Specimen 1** files are required. Upload the required files in the **Attach Related Documents** section of the page. Select **Next**.

In the **Review** page, review the information for accuracy. To review the information, select the expand > icon to expand the **Contact Details**, **Intellectual Property Information**, **Additional Information**, and **File Upload** sections. To make any updates, select the **Previous** button to navigate to the corresponding page.

An electronic signature is required to complete the submission. After you complete and review the recordation, select **Submit and Go to Payment**.





Figure 27: Request 3 Month Extension - Submit and Go to Payment

In the **Payment Information** page select the credit card option and select **Continue**. Complete the payment process and select **Submit**. A **Payment Successful** notification is sent to the email provided in the **Point of Contact** information.



IMPORTANT: CBP accepts payment through a credit card or debit card only.

Figure 28: Request for 3 Month Extension - Payment Information

HOW TO REQUEST A 3 MONTH EXTENSION

1. In the **IPRR Home** page, select **Request 3 Month Extension**.
The **e-Recordation Form Submission** dialog box displays.



2. Select the **Trademark** or **Copyright** radio button.

3. In the **Registration Number** text box, type *the registration number*.
4. Select **Search**.

The system validates the registration number and if valid, displays the **Registration Information**.





5. Select the **Request Extension** radio button.

6. Select **Next**.

The **Intellectual Property Information** displays.

7. Review the information and select **Next**.

The **Point of Contact Information** displays.

8. Select the appropriate text boxes and provide the required information to include:

f. * **First Name**

g. * **Last Name**

h. * **Address**

i. * **City**

j. * **Country**

k. * **State**

l. * **Zip Code**

m. * **Telephone Number**

n. * **Email Address 1**

o. **Confirm Email Address**

* Please select an action below
 Owner Change
 Renewal
 Request Extension



TIP: You can type **Telephone Number** without dashes, and it should be 10-digits.

9. Select **Next**.

The **Additional Information** page displays.

10. In the ***Manufacturing Country** text box, type *the country of manufacturing*.

11. If appropriate, complete additional information fields.

12. Select **Next**.

The **File Upload** page displays.

13. In the **Attach Related Documents** section, select **Upload Files**.

The document files dialog box displays.

Attach Related Documents
 Or drop files

14. Locate and select the file to upload.



TIP: You can select multiple files to upload at once.

The **Upload Files** dialog displays the progress of each file upload.

15. When the upload completes, in the **Upload Files** dialog, select **Done**.

The **Choose File Type** dialog box displays.

Upload Files
IPR Training Registration Certificate.jpg 59 KB
1 of 1 file uploaded





16. In the **File Type** drop-down menu, select the file type.

The file type drop-down menu displays.



IMPORTANT: You must upload and identify a **Registration Certificate** file and **Specimen 1** file.

17. Select **OK**.

18. Select **Next**.

The **Review** page displays.

19. Review the recordation information to ensure it is correct.

20. In the ***Electronic signature of individual making application** text box, type *your signature*.

21. Select **Submit and Go to Payment**.

IPRR opens **Pay.gov** where you complete payment for the recordation.

22. In **Pay.gov**, select the **Debit or credit card** method of payment radio button.



IMPORTANT: CBP accepts payment through a credit card or debit card only.

23. Select **Continue**.

The payment method landing page displays.

24. In the payment method page, complete all required information.

25. Select **Continue**.

The **Review** page displays.

26. Review your information and select the check box **“I authorize...”**.

27. Select **Continue**.

28. The IPRR application displays a **Payment Complete** notification.

You will receive an email with the payment information.



NOTE: The email is sent to the email address that was provided on the **Point of Contact** page of the application.



TOPIC 7: SEARCHING FOR A RECORDATION USING IPRS

INTRODUCTION

You can search for recordations using the **Intellectual Property Rights Search (IPRS)**. To navigate to the **IPRS Home** page, in the IPRR main menu drop-down select **IPRS**.



Figure 29: IPRR Drop-Down Menu – IPRS

The **IPRS Home** page provides information on **IPRS (Intellectual Property Rights Search)**, **Making Changes to your Recordation**, and **Programs Available to Recordation Holders**.

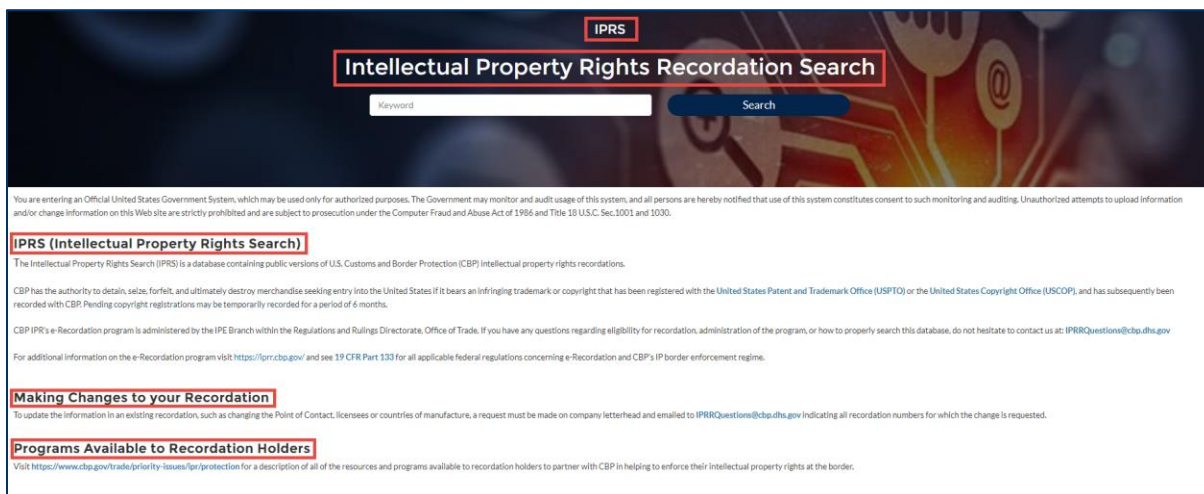


Figure 30: IPRS Home Page

To search for recordations, select the **Keyword** text box and type the keyword, case number, or other terms associated with the recordation.



Figure 31: IPRS - Keyword Search Text Box



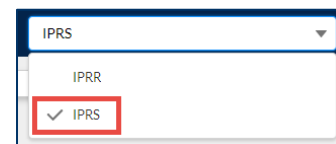
The results of your search display. In the results page, you can refine the search by selecting specific fields to search such as **Title, Product, Description, Owner, Contact Name, Recordation No.,** or **Agency Recordation No.** You can also filter by areas such as **Trademarks, Copyrights, Tradenames, Exclude Expired,** or **Include Expired.**

Figure 32: IPRS - Search Results Filtering

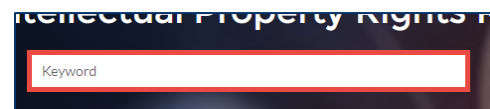
HOW TO SEARCH FOR A RECORDATION IN IPRS

1. In the **IPRR Home** page, in the main menu drop-down, select **IPRS.**

The **IPRS Home** page displays.



2. In the **Keyword** text box, type a *key word, term, or phrase.*
3. Select **Search.**



Recordations matching the search criteria display.



TIP: See **Topic: Filtering Search Results Table in IPRS** for instructions on how to filter search results.



TOPIC 8: FILTERING SEARCH RESULTS TABLE IN IPRS

INTRODUCTION

When you use IPRS the search results table includes **Search** and **Filter** options. Use a combination of these options to refine your results. The number of results display below the **Filter** option.

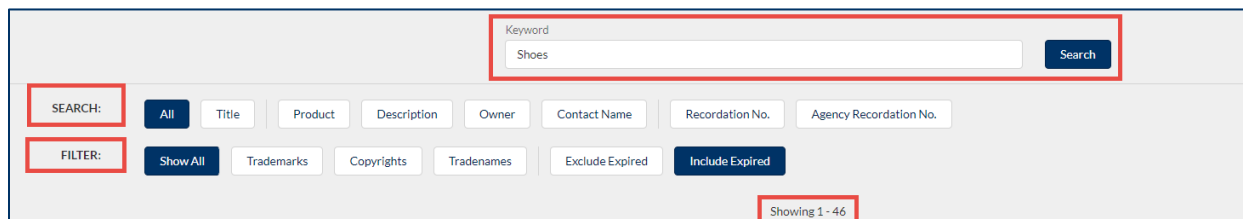


Figure 33: IPRS External User - Search and Filter Options

You can use the **Search** options to limit what fields your keyword/term search applies to. In the example below, select **Title** to search for the term “shoe” only in the recordation title.

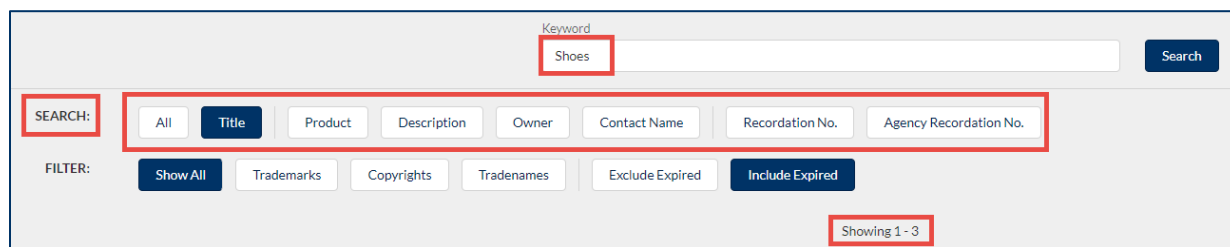


Figure 34: IPRS External User - Search Options

The following is a description of the **SEARCH** areas:

- Title** – The search results are recordations with titles that contain the key word or phrase provided in the keyword text box.
- Product** – The search results are recordations whose product information contains the key word or phrase in the keyword text box.
- Description** – The search results are recordations whose description contains the key word or phrase provided in the keyword text box.
- Owner** – The search results are recordations whose Owner information contains the key word or phrase provided in the keyword text box.
- Contact Name** – The search results are recordations whose Contact Names contain the key word or phrase provided in the keyword text box.
- Recordation No.** – The search results are recordations with the specific number entered in the keyword text box.
- Agency Recordation No.** – The search results display only recordation with the specific number entered in the keyword text box.

You can use the **Filter** options to limit search results to only **Trademarks**, **Copyrights**, and/or **Tradenames**. You can choose to exclude or include expired recordations.

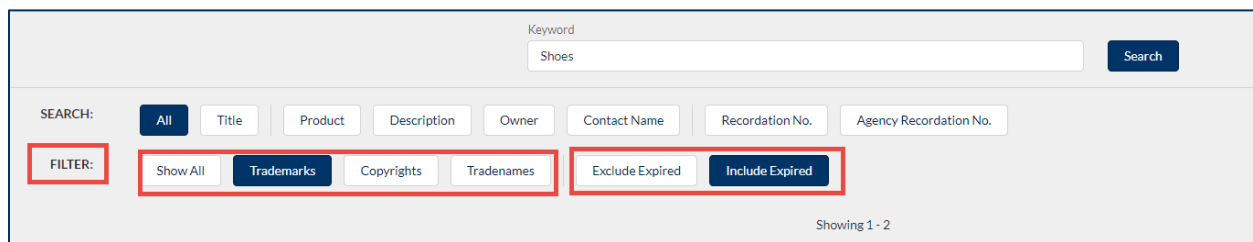


Figure 35: IPRS External User - Filter Options

The following provides a description of **Filter** options:

- Trademarks** – The search results are trademarks that contain the search criteria provided in the keyword text box.
- Copyrights** – The search results are copyrights that contain the search criteria provided in the keyword text box.
- Tradenames** – The search results are tradenames that contain the search criteria provided in the keyword text box.
- Exclude Expired** – The search results are recordations whose expiration date has not passed.
- Include Expired** – The search results are both expired recordations and recordations that have not expired.



NOTE: You can apply both **Search** and **Filter** options. For example, select **Title** in the **Search** option and in the **Filter** option select **Trademarks** and **Include Expired** recordations. The search results are recordations (including expired) with your search term in the title.

You can also sort the search results using the **Sort By:** drop-down menu ▼ icon. The sort options are **Issuance Descending**, **Issuance Ascending**, **Expiration Descending**, and **Expiration Ascending**.

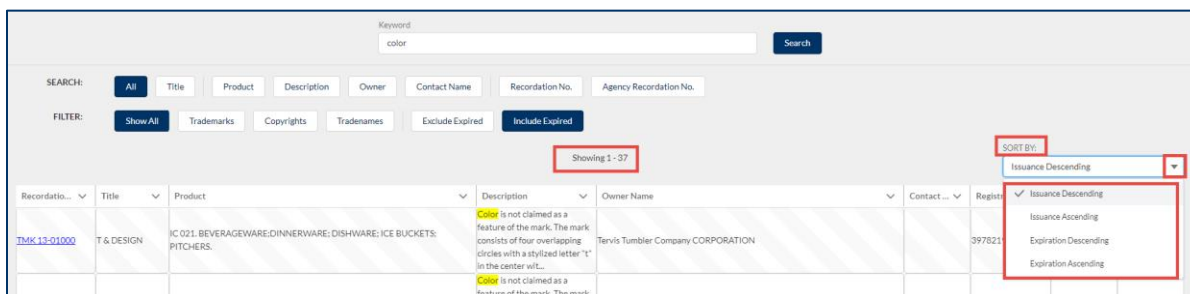


Figure 36: IPRS External User - Sort By Drop-Down Menu

If filtering with **Include Expired**, expired recordations are identified by an **Expired** ⚠ icon in the **Recordation Number** column.





SEARCH: All Title Product Description Owner Contact Name Recordation No. Agency Recordation No.

FILTER: Show All Trademarks Copyrights Tradenames Exclude Expired **Include Expired**

Showing 1 - 37

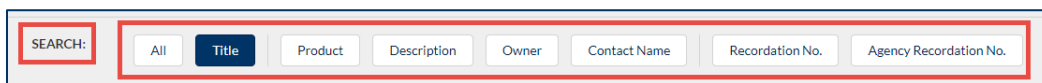
Sort By: Expiration Ascending

Recordation No.	Title	Product	Description	Owner Name	Contact	Registr	Issuance Descending	Issuance Ascending	Expiration Descending	Expiration Ascending
TMK 05-00052	DESIGN ONLY COLOR RED STRIPE		DESIGN ONLY - COLOR RED STRIPE, RECLOSEABLE FILM TUBING, PLASTIC FILM - COLOR is not claimed as a feature of the mark. The mark...	ILLINOIS TOOL WORKS INC.		129424			<input checked="" type="checkbox"/>	
TMK 05-00935	BEAR'S HEAD LOGO	TRINKETS & ARTICLES OF COSTUME OR NOVELTY JEWELRY, STATIONARY, BACKPACKS, 478604 PLASTIC BOXES, ETC.	THE MARK PRESENTS THE BEAR IN THE COLOR GREY AND THE BEAR'S DRAWING IS LINED FOR THE COLOR WHITE.	CARTE BLANCHE GREETINGS LIMITED		2885647	Oct 11, 2005	Sep 20, 2014		
TMK 05-00664	COLOR WHITE WOODWORKING METAL	IC 007.; WOODWORKING AND METALWORKING MACHINES, NAMELY, POWER SAWS, BANDSAWS, CHOP SAWS, TABLESAWS, CABINET SAWS, PLANERS, JOINTERS, MOLDERS, JIGS, SHAPERS, MORTISERS, GRINDERS.	WOODWORK/METAL MACHINES; THE MARK	WALTER MEIER (MANUFACTURING) INC.		2893180	Apr 8, 2010	Oct 11, 2014		

Figure 37: IPRS External User - Expiration Icon and Sort

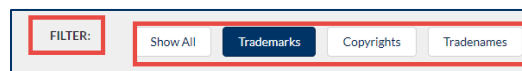
HOW TO APPLY SEARCH AND FILTER OPTIONS IN IPRS

1. In the **SEARCH:** section, select the search options.



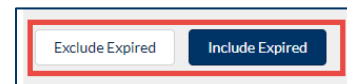
The results refresh automatically.

2. In the **FILTER:** section, select the filter options.



The results refresh automatically.

3. In the **FILTER:** section, select **Exclude Expired** or **Include Expired**.

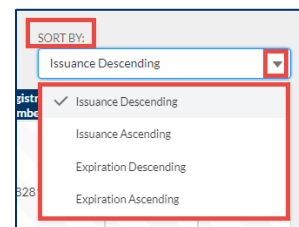


The results refresh automatically.

HOW TO APPLY SORT BY OPTION IN IPRS

1. In the **Search Results**, in the **Sort By:** drop-down menu select the sort option.

The search results refresh and are sorted based on the selected sort option.



2. In the results, locate your recordation and in the **Recordation Number** column, select the **Recordation Number** hyperlink to display the recordation details.



TOPIC 9: VIEWING THE RECORDATION DETAIL PAGE IN IPRS

INTRODUCTION

After you complete your search in IPRS, select the **Recordation Number** hyperlink to navigate to the Recordation page.

Recordation Number	Title	Product	Description	Owner Name
TMK-21-00024	DSW SHOE WAREHOUSE	IC 035 retail store services in the field of footwear, dress and casual shoes, athletic footwear, boots, hosiery, socks, over shoes and rubbers, shoe polish, shoe trees, and umbrellas	Word Mark DSW SHOE WAREHOUSE	ORIGINAL APPLICANT: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 43219 PUBLICATION: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 43219 ORIGINAL REGISTRANT: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 43219 OWNER AFTER REGISTRATION: DSW SHOE WAREHOUSE, INC. 4150 EAST FIFTH AVENUE COLUMBUS OHIO 43219
TMK-21-00031		IC 025 Footwear	Color is not claimed as a feature of the mark. The mark consists of the design of the stitching on the exterior of the shoe, the design of the materia...	ORIGINAL APPLICANT: Nike, Inc. One Bowerman Drive Portland, Oregon 97208 PUBLICATION: Nike, Inc. One Bowerman Drive Portland, Oregon 97208 ORIGINAL REGISTRANT: Nike, Inc. One Bowerman Drive Portland, Oregon 97208

Figure 38: IPRS Results - Recordation Number Hyperlink

The Recordation page provides the **Recordation Snapshot** and **Recordation Information**.

Customs Recordation Number
TMK-21-00024

CSP Recordation Effective Date
Date: Not Assigned

CSP Recordation Expiration
Date: Not Assigned

Recordation Information

Title: DSW SHOE WAREHOUSE

Product: IC 035 retail store services in the field of footwear, dress and casual shoes, athletic footwear, boots, hosiery, socks, overshoes and rubbers, shoe polish, shoe trees, and umbrellas

Description: Word Mark DSW SHOE WAREHOUSE

Owner of Intellectual Property Right: ORIGINAL APPLICANT: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 432071979 OWNER AT PUBLICATION: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 432071979 ORIGINAL REGISTRANTS: SHONAC CORPORATION 1675 Watkins Road Columbus Ohio 432071979 SUBSEQUENT OWNER AFTER REGISTRATION: DSW SHOE WAREHOUSE, INC. 4150 EAST FIFTH AVENUE COLUMBUS OHIO 43219

Gray Market Importations Restricted: _____

Registration Number: 2238281

Point of Contact: _____

Figure 39: IPRS Search - Recordation Page



IMPORTANT: You cannot edit information in the IPRS Recordation page.

HOW TO NAVIGATE TO THE RECORDATION DETAILS IN IPRS

1. In the **IPRS** search results, locate the recordation.
2. In the **Registration Number** column, select the **Recordation Number** hyperlink.

The **Recordation** details displays.



TOPIC 10: NAVIGATING TO RESOURCES IN IPRS

INTRODUCTION

IPRiS provides links to additional resources. The **Resources** drop-down menu includes links to **Help** and **Technical Concerns**.

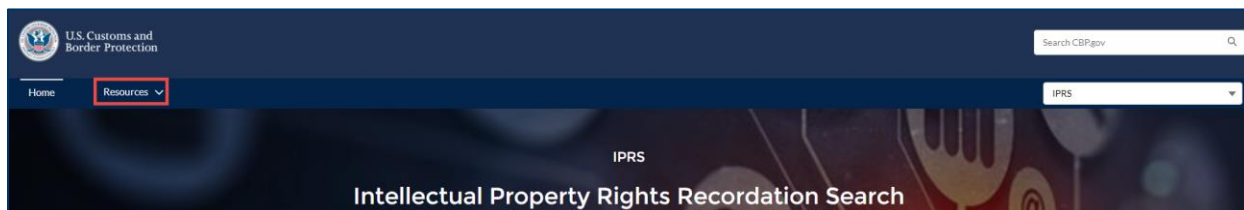


Figure 40: IPRS - Resources



Figure 41: IPRS - Resources Drop-Down Menu

The following is a description of these resources:

- **Help** – Provides information on Search Basics, Search Bar, Filter Bar, and Column Sorting and Filtering.
- **Technical Concerns** – Links to the U.S. Customs and Border Protection Information Center. The information center provides alerts and announcements regarding CBP.

HOW TO NAVIGATE TO RESOURCES IN IPRS

1. In the **IPRS Home** page, in the **Resources** drop-down menu, select a resource.

The resource page displays.

