

## How to write Request for Issuance of Access Code

This article explains how to write Request for Issuance of Access Code (hereinafter referred to as “Request for Issuance of Access Code”) to the World Property Intellectual Organization. (Industrial Design Applications are not covered by the “Request for Issuance of Access Code”.)

1. The case where you wish to provide documents related to patent applications or applications for utility model registration to Japan.

Regarding documents related to patent applications or applications for utility model registration to Japan, when you wish to register them with the Digital Access Service (hereinafter referred to as “DAS”) and provide them to foreign IP offices from the JPO through the World Property Intellectual Organization (hereinafter referred to as the “WIPO”), if you cannot obtain an access code through Filing Receipt or Notification of Application Number, or you cannot use “Access Code Reference” of the digital application software, please submit Request for Issuance of Access Code for each application to the Commissioner of the JPO.

For how to write Request for Issuance of Access Code, please refer to the below “Request for Issuance of Access Code (Example 1)” or [the guideline for writing application documents](#).

### Request for Issuance of Access Code (Example 1)

【書類名】	世界知的所有権機関へのアクセスコード付与請求書
【提出日】	令和1年 7 月 1 日
【あて先】	特許庁長官殿
【事件の表示】	
【出願番号】	特願 2019-123456
【手続をした者】	
【識別番号】	123456789
【氏名又は名称】	特許株式会社
【代表者】	特許 太郎
【本出願に係る付与】	希望

(Note) When you are required to certify the relationship between the agency and the applicant, please create the column of “[List of Documents Submitted]” next to the column of “[Issuance related to the Present Application]”, then create the column of the “[Title of Documents]”, and enter “documents of certifying the delegation of authority”.

When you conduct a support-omission of submission of “Documents of certifying the delegation of authority”, further create the column of “[Display of Support]”, and enter the display of application related to procedures for submitting the certificate supported. Please note that the support of a general power of attorney is not permitted.

In addition, you are not required to certify the relationship between the agency and the applicant when the agent of the application conducts this procedure.

2. The case where you wish to provide priority documents, which the JPO has, related to applications filed in a first country (the case where another country's priority documents submitted for domestic application are subject to electronic exchange).

Regarding priority documents, which the JPO has, submitted for patent applications or applications for utility model registration to Japan and related to applications filed in a first country, when you wish to register them with DAS and provide them to foreign IP offices from the JPO through the WIPO, you are required to request the issuance of access code for each application. However, if you have submitted multiple priority documents to the application, it's possible to request the issuance of multiple access codes with just one Request for Issuance of Access Code.

In this case, for how to write Request for Issuance of Access Code, please refer to the below “Request for Issuance of Access Code (Example 2)” or [the guideline for writing application documents](#).

Request for Issuance of Access Code (Example 2)

【書類名】 世界知的所有権機関へのアクセスコード付与請求書

【提出日】 令和1年 7月 1日

【あて先】 特許庁長官殿

【事件の表示】

【出願番号】 特願 2019-123456

【手続きをした者】

【識別番号】 123456789

【氏名又は名称】 特許株式会社

【代表者】 特許 太郎

【提出した優先権証明書】

【国・地域名】 カナダ

【出願日】 2019年 1月 31日

【出願番号】 XXXXXXXXXX

【優先権証明書に係る付与】 希望

【提出した優先権証明書】

【国・地域名】 スイス

【出願日】 2019年 2月 28日

【出願番号】 XXXXXXXXXX

【優先権証明書に係る付与】 希望

(Note 1) If there are two or more certificates that should be entered in the column of "[Priority Certificate Submitted]", repeatedly create the column(s) of [Priority Certificate Submitted] and enter them.

(Note 2) When you are required to certify the relationship between the agency and the applicant, please create the column of "[List of Documents Submitted]" next to the column of "[Priority Certificate Submitted]", then create the column of the "[Title of Documents]", and enter "Documents of certifying the delegation of authority". When you conduct a support-omission of submission of "documents of certifying the delegation of authority", further create the column of "[Display of Support]", and enter the display of application related to procedures for submitting the certificate supported. Please note that the support of a general power of attorney is not permitted.

In addition, you are not required to certify the relationship between the agency and the applicant when the agent of the application conducts this procedure.

3. The case where you wish to provide documents related to patent applications or applications for utility model registration to Japan, and you wish to provide priority documents related to the applications.

Regarding documents related to patent applications or applications for utility model registration to Japan and regarding priority documents related to the applications, when you wish to register them with DAS respectively and provide them to foreign IP offices from the JPO through the WIPO, you are required to request the issuance of access code for each application.

Regarding documents related to patent applications or applications for utility model registration to Japan and priority documents related to the applications, it's possible to request the issuance of access code with one Request for Issuance of Access Code.

In this case, for how to write Request for Issuance of Access Code, please refer to the below “Request for Issuance of Access Code (Example 3)” or [the guideline for writing application documents](#).

#### Request for Issuance of Access Code (Example 3)

【書類名】 世界知的所有権機関へのアクセスコード付与請求書

【提出日】 令和1年 7月 1日

【あて先】 特許庁長官殿

【事件の表示】

【出願番号】 特願 2019-123456

【手続をした者】

【識別番号】 123456789

【氏名又は名称】 特許株式会社

【代表者】 特許 太郎

【本出願に係る付与】 希望

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【国・地域名】 カナダ

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(Note 2) When you are required to certify the relationship between the agency and the applicant, please create the column of "[List of Documents Submitted]" next to the column of "[Priority Certificate Submitted]", then create the column of the "[Title of Documents]", and enter "Documents of certifying the delegation of authority". When you conduct a support-omission of submission of "Documents of certifying the delegation of authority", further create the column of "[Display of Support]", and enter the display of application related to procedures for submitting the certificate supported. Please note that the support of a general power of attorney is not permitted.

In addition, you are not required to certify the relationship between the agency and the applicant when the agent of the application conducts this procedure.

In the future, the number of countries participating in the Digital Access Service (DAS) for priority documents is expected to increase. For procedures for requesting the issuance of access code to foreign IP offices, please contact the IP offices.