to be recorded should be filed. If an instrument to be recorded is not accompanied by a completed cover sheet, the instrument and any incomplete cover sheet will be returned for proper completion of a cover sheet and resubmission of the instrument and a completed cover sheet.

- (d) Each cover sheet required by paragraph (c) of this section must contain:
- (1) the name of the party conveying the interest;
- (2) the name and address of the party receiving the interest;
- (3) a description of the interest conveyed or transaction to be recorded;
- (4) each application number or patent number against which the instrument is to be recorded, or an indication that the instrument is filed together with a patent application:
- (5) the name and address of the party to whom correspondence concerning the request to record the instrument should be mailed;
- (6) the number of applications or patents identified in the cover sheet and the total fee;
- (7) the date the instrument was executed;
- (8) a statement by the party submitting the instrument that to the best of the person's knowledge and

- belief, the information contained on the cover sheet is true and correct and any copy submitted is a true copy of the original instrument; and
- (9) the signature of the party submitting the instrument.
- (e) Each patent cover sheet required by paragraph (c) of this section seeking to record a governmental interest as provided by paragraph (a) of this section must:
- (1) indicate that the instrument is to be recorded on the governmental register, and, if applicable, that the instrument is to be recorded on the Secret Register. See § 7.7.
- (2) indicate, if applicable, that the instrument to be recorded is not an instrument affecting title. See paragraph (j) of this section.
- (f) An error in a cover sheet recorded pursuant to this Part will be corrected only if:
- (1) the error is apparent when the cover sheet is compared with the recorded instrument to which it pertains, and
- (2) a corrected cover sheet accompanied by the recording fee set forth in paragraph (i) of this section and either the original recorded instrument or a copy of the original recorded instrument is filed for recordation.

- (g) The Office will accept and record non-English language instruments only if accompanied by a verified English translation signed by the individual making the translation.
- (h) Instruments and cover sheets to be recorded should be addressed to the Commissioner of Patents and Trademarks, Box Assignment, Washington, D.C. 20231.
- (i) All requests to record instruments must be accompanied by the appropriate fee. Except as provided in paragraph (j) of this section, a recording fee set forth in § 1.21(h) of this chapter fee is required for each application and patent against which the instrument is recorded as identified in the cover sheet.
- (j) No fee is required for each patent application and patent against which an instrument required by Executive Order 9424 (3 CFR 1943–1948 Comp.) to be filed if:
- (1) the instrument does not affect title and is so identified in the cover sheet (see paragraph (e) of this section); and
- (2) the cover sheet is filed in a format approved by the Office.

Dated: August 4, 1995.

Bruce A. Lehman,

Assistant Secretary of Commerce and Commissioner of Patents and Trademarks.

Note. The following appendix will not appear in the Code of Federal Regulations.

Appendix A—Comparison of Existing and Revised Fee Amounts

37 CFR Sec.	Description	Pre-Oct. 1995	Oct. 1995
1.16(a)	Basic Filing Fee	\$730	\$750
1.16(a)	Basic Filing Fee (Small Entity)	365	375
1.16(b)	Independent Claims	76	78
1.16(b)	Independent Claims (Small Entity)	38	39
1.16(c)	Claims in Excess of 20	22	
1.16(c)	Claims in Excess of 20 (Small Entity)	11	
1.16(d)	Multiple Dependent Claims	240	250
1.16(d)	Multiple Dependent Claims (Small Entity)	120	125
1.16(e)	Surcharge—Late Filing Fee	130	
1.16(e)	Surcharge—Late Filing Fee (Small Entity)	65	
1.16(f)	Design Filing Fee	300	310
1.16(f)	Design Filing Fee (Small Entity)	150	155
1.16(g)	Plant Filing Fee	490	510
1.16(g)	Plant Filing Fee (Small Entity)	245	255
1.16(h)	Reissue Filing Fee	730	750
1.16(h)	Reissue Filing Fee (Small Entity)	365	375
1.16(i)	Reissue Independent Claims	76	78
1.16(i)	Reissue Independent Claims (Small Entity)	38	39
1.16(j)	Reissue Claims in Excess of 20	22	
1.16(j)	Reissue Claims in Excess of 20 (Small Entity)	11	
1.16(k)	Provisional Application Filing Fee	150	
1.16(k)	Provisional Application Filing Fee (Small Entity)	75	
1.16(l)	Surcharge—Incomplete Provisional App. Filed	50	
1.16(l)	Surcharge—Incomplete Provisional App. Filed (Small Entity)	25	
1.17(a)	Extension—First Month	110	
1.17(a)	Extension—First Month (Small Entity)	55	
1.17(b)	Extension—Second Month	370	380
1.17(b)	Extension—Second Month (Small Entity)	185	190