



WIPO DIGITAL ACCESS SERVICE
GUIDELINES FOR ACCESSION AND OPERATION

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Table of Contents

| | |
|--|---|
| Digital Access Service | 3 |
| References | 3 |
| Scope of this Document | 4 |
| Overview of the Service | 4 |
| Options for Participation | 5 |
| Depositing Offices – Offices of First Filing | 5 |
| Digital Copies of Documents | 5 |
| Certification of Documents | 5 |
| Types of IP Rights | 6 |
| Applicants Requesting the DAS Service | 6 |
| Provision of Access Codes | 6 |
| Accessing Offices – Offices of Second Filing | 7 |
| Retrieving Copies of Documents | 7 |
| Types of IP Rights | 7 |
| Applicants Requesting the DAS Service | 7 |
| Opportunity to Comply | 7 |
| Publication of Information | 8 |
| Fees | 8 |
| Technical Preparations for Joining the Service | 8 |
| Notification to the International Bureau | 8 |

DIGITAL ACCESS SERVICE

The WIPO Digital Access Service (DAS) is a system allowing priority documents and similar documents to be securely exchanged between participating intellectual property (IP) offices. The system enables applicants and offices to meet the requirements of the Paris Convention for certification in a digital environment.

The Paris Convention (Article 4D) provides the possibility for applicants for patents, utility models, industrial designs and trademarks to claim priority of a previously filed application in another jurisdiction. The IP office may then request the applicant to furnish a copy (certified as correct) of the previously filed application. The Paris Convention therefore implies several specific requirements:

- The priority document should be furnished by the applicant.
- The document needs to be certified as a correct copy by the IP office which received it.
- In most cases, no publication has taken place at the time when the priority document should be furnished. Confidentiality and security must be assured.
- Offices and applicants need confidence in the integrity of the system so that the correct document will be transmitted when required, ensuring that time limits are met.

Before the creation of the DAS system, priority documents were almost exclusively furnished on paper. The office of first filing would certify the document, usually with an office seal or other physical methods (rivets, ribbons, etc), the applicant would then furnish the document to the office of second filing, on paper. A separate copy of the document would be required for each office of second filing.

The DAS system provides a mechanism to meet the requirements of the Paris Convention in a fully digital and online environment. The key elements are:

- The applicant requests the office of first filing to make the document available via the DAS system.
- The applicant furnishes information to the office of second filing to enable the office to retrieve the document. In addition to the priority application number, office and date, the applicant furnishes a “DAS Access Code” which authorizes the office of second filing to retrieve the document from DAS.
- No additional certification or authentication of documents is required. The database of the office which received the original application should be capable of consistently and reliably producing correct copies of previously filed applications.
- All data and document transmissions are encrypted and take place through secure mechanisms.

The DAS system has proven to be a reliable and practical solution to furnishing priority documents in the digital age. As of the end of 2024, more than 40 IP offices participated in DAS and nearly 400,000 documents were exchanged in 2024.

REFERENCES

Information about the DAS system is published on the WIPO web site at:

<https://www.wipo.int/web/das>

The legal framework for the system is provided by the “DAS Framework Provisions” which are established by the International Bureau after consultation with the DAS Working Group. The Framework Provisions are published at:

<https://www.wipo.int/en/web/das/documentation>

Technical information and discussion forums are available on the DAS Consultative Group wiki at:

<https://confluence.wipo.int/confluence/display/dascg>

The DAS support team is available to guide offices through the accession, implementation and operation of the system:

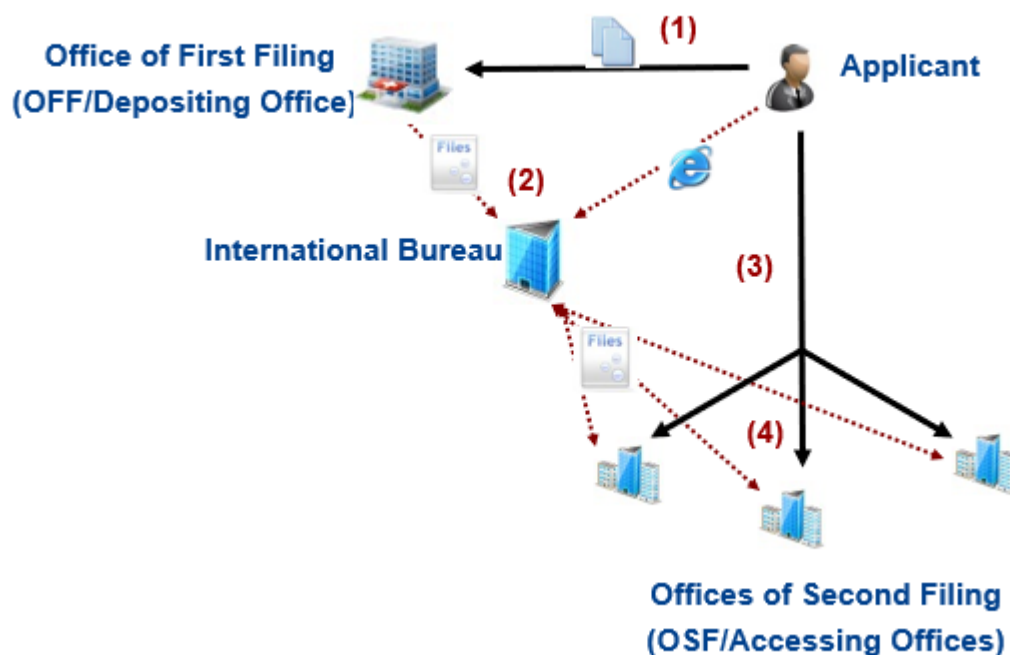
das.support@wipo.int

SCOPE OF THIS DOCUMENT

The purpose of this document is to provide guidelines for IP offices that wish to join the WIPO DAS system and to integrate it into their national/regional procedures.

OVERVIEW OF THE SERVICE

The diagram shows the main steps for filing an application and furnishing a copy as a priority document.



- (1) The applicant or their agent files an application with the office of first filing. Either at the same time, or by a separate request, the applicant requests the office of first filing to make the document available via DAS.
- (2) The office of first filing makes the document available to DAS and the applicant receives a "DAS Access Code".
- (3) The applicant furnishes the priority document details (office, date, application number) to each office of second filing, together with the DAS Access Code.
- (4) Each office of second filing retrieves the document from the DAS system, using the details provided by the applicant.

In the DAS Framework Provisions, the office of first filing (OFF) is referred to as a “Depositing Office”. Offices of second filing (OSF) are referred to as “Accessing Offices”. These terms will be used interchangeably in this document.

OPTIONS FOR PARTICIPATION

Offices wishing to participate in DAS have several options or choices to make.

- Offices may participate in DAS as a depositing office, an accessing office, or both.
- Offices may choose which IP rights will be supported. DAS is currently able to support exchange of priority documents for patents, utility models, industrial designs and trademarks. Offices may participate as depositing and/or accessing offices for one or more of these types of IP rights.
- Offices may also choose whether the service is available for applications filed before joining the system, or whether it may only be used for applications filed after a specified date.
- Depositing offices may choose to issue the DAS Access Code themselves, or the code may be issued by the DAS system.
- Offices have several technical choices to make for interacting with the DAS system, either through automated interfaces or through the DAS Office Portal. See below for more information.
- Offices should make decisions about how the DAS service is integrated into their national/regional procedures for applying for IP rights, including updating application forms, setting fees, etc. See below for more information.

Depending on these choices, participation in DAS does not always require an IT project as there are methods for participating using the DAS Office Portal.

These considerations are described in more detail in the sections that follow.

DEPOSITING OFFICES – OFFICES OF FIRST FILING

DIGITAL COPIES OF DOCUMENTS

To act as a depositing office, an office must be able to consistently and reliably produce copies of applications in digital format. In other words, they need to have their IP documents and data digitized and managed in a database.

In addition, they must be able to produce the documents in one of the formats that are accepted by the DAS service. The technical formats are described in detail on the DAS wiki. As of 2025, there are two acceptable formats: PDF and WIPO Standard ST.92 (PDDP format).

The availability of digital copies of documents may also affect the choice of the date from which the service is available. For example, if digital copies of older applications are not available or not in the appropriate format, the office may decide that DAS may not be available for those applications.

CERTIFICATION OF DOCUMENTS

Some offices have implemented a system for digital certification of documents in PDF format. This is a useful mechanism for certification of documents exchanged through other mechanisms, but it is not required for the DAS system. According to the DAS Framework Provisions, the documents in the database of the depositing office may be considered as collectively certified.

If a digitally signed PDF file is received by the DAS system, the certificate may be removed before it is transmitted to the office of second filing.

TYPES OF IP RIGHTS

DAS is currently able to support exchange of priority documents for patents, utility models, industrial designs and trademarks. In addition to choosing the types of national/regional IP rights supported, the office should also consider:

- Copies of PCT International Applications filed with the office in its capacity as a PCT Receiving Office.
- Copies of regional applications filed directly with the office.
- Copies of other related types of IP applications such as provisional applications, petty patents, etc.

APPLICANTS REQUESTING THE DAS SERVICE

Depositing offices should consider how applicants will request that their application be made available via the DAS service. Several options may be considered:

- The office may automatically make all applications for the relevant IP rights available to DAS.
- The office may include the DAS request in the application form for the relevant IP rights. For example, the applicant may tick a box to indicate “make this application available via DAS for subsequent priority claims”.
- The office may provide the DAS request as a separate service. In this case, it should be provided, if possible, as an online service, similar to requests for other services such as assignments, renewals, etc.

The choice of these options will be driven by the provisions of the relevant legislation, including national security requirements.

There may be changes required to the relevant legislation, regulations or office administrative provisions to implement DAS.

In any case, offices should endeavour to make the service readily available to applicants as part of the standard application procedures.

PROVISION OF ACCESS CODES

The DAS Access Code is a simple 4-character code consisting of hexadecimal digits (upper case letters A-F and numbers 0-9). For example, “A1B2”. The code is not required to be unique, although it should be randomly generated.

In order to ensure confidentiality, the code should also be restricted to the office and the applicant, at least until publication of the associated IP right.

Offices may choose to assign access codes themselves, in which case they need to provide a mechanism to transmit the code to the applicant. This may be included, for example, in the acknowledgement of receipt of an application or of a request to use DAS.

If the office of first filing does not assign the DAS access code, it will be assigned by the International Bureau. In this case, it will be transmitted to the applicant in an email confirmation.

ACCESSING OFFICES – OFFICES OF SECOND FILING

RETRIEVING COPIES OF DOCUMENTS

To act as an accessing office, an office must be able to retrieve and process digital copies of priority documents.

Accessing offices may choose to retrieve documents in one of the formats that are accepted by the DAS service. The technical formats are described in detail on the DAS wiki. As of 2025, there are two acceptable formats: PDF and WIPO Standard ST.92 (PDDP format).

Accessing offices may retrieve documents either through an automated interface, or via the DAS Office Portal. For offices that process relatively few applications, or request relatively few priority documents (for example, less than 500 per year), the DAS Office Portal is a simple mechanism with a web-based user interface that does not require any modifications to the office's existing IT systems.

TYPES OF IP RIGHTS

As for depositing offices, accessing offices may also choose whether they make the service available for priority claims in applications for patents, utility models, industrial designs or trademarks.

Offices should also consider special cases, such as applications for patents claiming priority from industrial design applications in another jurisdiction.

APPLICANTS REQUESTING THE DAS SERVICE

Accessing offices should also consider how applicants will request the office retrieve a priority document via the DAS service.

Ideally, this will be done by modifying the relevant application form to provide an option to request the service when claiming priority. One example is the PCT Request Form, shown below:

☐ The **International Bureau** is requested to obtain from a digital library a certified copy of the earlier application(s) identified above, using, where applicable, the access code(s) indicated below (*if the earlier application(s) is available to it from a digital library*):

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> item (1) | <input type="checkbox"/> item (2) | <input type="checkbox"/> item (3) | <input type="checkbox"/> other, see |
| access code _____ | access code _____ | access code _____ | Supplemental Box |

There may be changes required to the relevant legislation, regulations or office administrative provisions to implement DAS.

In any case, offices should endeavour to make the service readily available to applicants as part of the standard application procedures.

OPPORTUNITY TO COMPLY

Paragraphs 13-14 of the DAS Framework Provisions specify an important safeguard for applicants in cases where a document has been made available to the DAS service, but the office of second filing is unable to retrieve it. This may happen because of technical failures or administrative errors of various kinds.

The DAS system delivers a certificate to the applicant, showing the details of the document and the date on which it became available via the DAS system. This certificate is considered as

proof that the applicant took the necessary steps to furnish the priority document to the office of second filing and therefore should protect the applicant against any loss of rights.

Accessing offices should consider the implications of these provisions, and the interaction with their own legal frameworks. As specified in the DAS Framework Provisions, offices should give the applicant an opportunity to comply with the requirement to furnish a priority document, either via the DAS system or by another mechanism, and provide reasonable time limits for the applicant to comply.

PUBLICATION OF INFORMATION

All offices participating in DAS should publish information to make the service readily accessible to their applicants. Information published on the web site should include:

- National procedures for applicants to make use of the service, either as a depositing Office or as an accessing Office, including forms and online services.
- The types of IP applications that are supported by the Office as a depositing or accessing Office.
- Information about support services (help desk, contact form, etc) to assist applicants.

FEES

Offices traditionally charged fees for the furnishing and certification of priority documents. The fees were typically designed to cover the costs of the time and materials for the production of paper copies.

Some offices of second filing also charge handling fees for each priority claim, also to cover the costs of processing documents.

In the digital environment supported by the DAS system, the cost to offices should be significantly reduced. In order to encourage more efficient and modern services for applicants, offices are encouraged to revise or eliminate their fee structures for priority documents exchanged through DAS.

TECHNICAL PREPARATIONS FOR JOINING THE SERVICE

Before joining the DAS service, offices should contact the DAS support team at WIPO (das.support@wipo.int) and prepare for the technical implementation. Steps will include:

- Validation of data and document formats.
- Validation of application number formats.
- Choice of types of documents and IP rights.
- Registration of documents as a depositing office.
- Choice of automated interface and/or DAS Office Portal.
- Testing of transactions.
- Service levels, support personnel, contact points, etc.

The DAS support team will provide a checklist for technical preparation and guide offices through the process.

NOTIFICATION TO THE INTERNATIONAL BUREAU

Once the office has completed the legislative, operational and technical preparations to join the system, the DAS Framework Provisions specify that the office should formally notify the International Bureau that it wishes to participate in the service.

The notification should be in the form of an official letter, addressed to the Director General of WIPO. The letter should include:

- A statement that it is a notification under the DAS Framework Provisions.
- The types of applications to which the notification applies.
- Whether the office will act as a depositing office, accessing office, or both.
- The technical options for participating in the service (document formats, transmission mechanism, etc).
- Procedures for the applicant to request the service, and references to information on relevant national legislation, etc.
- Contact points for implementation and support of the service.

Sample notification letters are available from the DAS support team (das.support@wipo.int).

The International Bureau publishes a summary of the notification on the DAS web site.

If offices wish to change the scope of their participation at a later time (for example, to include additional types of IP rights), they should send a subsequent notification in the same format.