

Digitization Guidelines Survey

Response ID:214 Data

1. Identification page

1. Please enter the ST.3 code of the member state or inter-governmental organization you represent.

LV - Latvia

2. Please enter the name of the Office or Organization you represent. For instance, International Bureau of WIPO.

If your organization name is the same as your ST.3 code name, you may put "n/a".

Latvian Patent office

2. General questions

3. Is your national patent collection part of the PCT minimum documentation or does your Office contribute your IP documentation to one of WIPO's databases? Please select all that apply.

Patentscope

4. What file or document format(s) does your Office accept at filing for IP applications? Please select all that apply.

For industrial design collections:

PDF

Image-based

Paper

Other (please specify): DOCX, EDOC

For patent collections:

PDF

Image-based

DOCX

Paper

Other (please specify): EDOC, BMP

For trademark collections:

PDF

Image-based

Media-based formats (e.g., MP3)

3D formats

Other (please specify): DOCX, EDOC

5. In what language(s) do you publish your IP documents in? Please provide a full list of 2-letter language codes.

LV; EN (patent abstracts may also be published in English).

6. In what format(s) do you publish or disseminate your IP collection? Please select all that apply.

For industrial design collections:

WIPO Standard ST.96

WIPO Standard ST.86

PDF

Other (please specify): ZIP packages containing RTF publication files custom XML sent to the Public Database (PDB)

For patent collections:

PDF

Other (please specify): ZIP packages containing RTF publication files custom XML sent to the Public Database (PDB)

For trademark collections:

Image-based

WIPO Standard ST.66

WIPO Standard ST.96

PDF

Other (please specify): ZIP packages containing RTF publication files custom XML sent to the Public Database (PDB)

7. In what format(s) does your Office publish the bibliographic data associated with the format(s) indicated in question 8? Please select all that apply.

For industrial design collections:

XML

PDF

Other (please specify): RTF files included in ZIP publication packages

For patent collections:

XML

Other (please specify): RTF files included in ZIP publication packages

For trademark collections:

XML

PDF

Other (please specify): RTF files included in ZIP publication packages

8. If your Office produces XML or JSON instances and does not validate these instances before publication, please provide your reasoning below.

The Office produces XML instances for dissemination and data exchange purposes, including exports to the Public Database (PDB) and participation in EUIPO cooperation services. XML files are generated automatically by the Office systems and packaged as part of established publication workflows.

For national publication processes, XML instances are generated from internal systems and transferred to downstream systems without a separate formal validation against an external XSD schema. The publication workflow relies on controlled generation processes and successful processing by receiving systems.

For data exchanged with external cooperation services, such as EUIPO platforms (e.g. TMview and DesignView), validation requirements are governed by the respective data exchange specifications and supported WIPO standards.

9. Does your Office publish the color drawings they receive, if they are permitted during the filing of a patent application?

Yes

3. Digitization activities

10. Does your Office perform digitization of documents you receive before publication or data dissemination, for one or more IP rights, or has experience of digitization of documents associated with IP rights?

Yes

10.1. How are or were these documents or associated data transformed from the format you received? e.g., paper document manually scanned and OCRred or DOCX converted to XML.

Historical paper documents were scanned into PDF and, as part of the EUIPO CSHF project, prepared with related metadata for bulk upload into the Back Office system. Current paper submissions are scanned and stored as PDF in PAIS/TMDS, while electronic documents are stored in their received formats and linked to the relevant dossier. Bibliographic and procedural data are entered or imported into structured fields for further processing, publication and data exchange.

10.2. If you rely or relied on a third party to perform the digitization of your documents, why did you reach this decision?

Historical digitization activities were carried out in cooperation with EUIPO under the Capture and Store Historic Files (CSHF) project. As part of that initiative, legacy paper documents were digitized and imported into the Office's systems. Current document-processing activities are mainly performed through internal workflows and electronic filing systems.

10.3. Does your Office use or did you use any IT tools, in particular AI tools, in the digitization process that you find particularly useful?

no

10.4. What are or were the biggest technical challenges you have experienced in digitizing your documents? e.g., extracting drawings or chemical formulae from a patent application. Please provide further details in the comments box below, including how you overcame these challenges and the relevant IP right type.

One of the main challenges was the migration and digitization of historical paper-based collections, including document scanning, metadata extraction, indexing and import into operational back-office systems. Ensuring data quality, completeness of metadata and successful integration of digitized records into existing IP management systems required significant effort.

4. Digitization activities

11. If your Office is considering future digitization activities, please provide details regarding the tools you are considering, in particular AI tools, and include your reasons for selecting them for potential use in digitization.

no

12. Please provide any other feedback regarding capacity building for the digitization of IP document collections.

The Office would benefit from support in carrying out a structured gap analysis of its current digitization and dissemination processes against WIPO Standards (including ST.36, ST.66, ST.86 and ST.96) and recommended good practices.