



Designs Form DF23

Official fee due with this form.

Request for a Certified Copy

Please read the guidance notes below about filling in this form.

1. Your reference.	<input type="text"/>
2. Design number.	<input type="text"/>
3. How many copies do you want?	<input type="text"/>
4. Tick if certificate will later be legalised.	<input type="checkbox"/>
5. Do you want us to certify: a) the design as it was applied for; or b) the design as it is registered.	<input type="text"/>
6. Full name and address (including postcode) where we should send the certificate.	<input type="text"/>
7. Signature. This can be typed or handwritten.	<input type="text"/>
Name (if completing by hand please use capitals).	<input type="text"/>
Date	<input type="text"/>
8. Name and daytime phone number of the person we should contact in case of query. You may also provide your email address.	<input type="text"/>

Notes:

Section 4 We need to know if the certificate will be legalised by the Foreign and Commonwealth Office, so that we can provide an original signature.

We do not certify Registered Community Designs. You must apply to OHIM for these.

A fee will need to be paid for this form.

Tell us how you would like to pay on the following page.

Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on [GOV.UK](https://www.gov.uk/search/query/design-forms-and-fees) for 'design forms and fees'

Total Fee Paying (£)

Your own reference (Optional)

Your contact details should we have a query

Name

Email

Phone

How would you like to pay?

Tick one

Using a debit or credit card – you will need the internet to pay by card

- 1 Go to our secure website – <https://fees.ipo.gov.uk/pay>
- 2 Enter your name, email address and total amount to pay from above
- 3 As proof of payment, write below the 10-character reference code displayed from the online payment screen.
DO NOT write your debit/credit card number

Deduct from IPO deposit account

IPO deposit account number

Cheque – make payable to 'Intellectual Property Office'

Bank transfer

Reference – use your IPO deposit account number if you have one or an application number or your name if you don't.

Use the following bank account details

Sort code	20-18-23
Account number	80531766
Account name	Intellectual Property Office
SWIFT code	BARCGB22
IBAN number	GB92 BARC 2018 2380 5317 66

Before you send us your form

Make sure you have:

- Answered questions 1 – 8.
- Provided a signature and date at question 7. This can be typed or handwritten.
- Made payment by card, cheque, bank transfer or IPO deposit account.
- Completed the payment sheet above.

Email your completed PDF form to:
forms@ipo.gov.uk

If you cannot email us your form, you can print and post your form to:
Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.

Please note: It takes longer to process paper forms sent by post.

Data Privacy: <https://www.gov.uk/government/publications/intellectual-property-office-privacy-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>