



# Intellectual Property Office

## Form TM31R Request for a Certified Copy

**Fee £20 [for each copy]**

**Use this form** to request a certified copy of a UK trade mark.

**Do not use this form** to request a certified copy of a European Union trade mark, apply to **EUIPO** or to request a certified copy of an International trade mark (UK), apply to **WIPO**.

**Please note you can only quote one Trade Mark Number per form.**

**You will not receive a copy of the registration certificate.**

1. Trade mark number Only one trade mark number starting with 'UK'		
2. Name of trade mark owner		
3. Full name Person making this request		
Company name (if applicable)		
Address the certified copy should be sent to		
		Postcode
4. Certified copies Tick required certificate.	<input type="checkbox"/>	The application as originally filed.
	<input type="checkbox"/>	The application or registration as it currently is.
Number of copies	<input type="text"/>	
5. About the certificate Tick if applicable	<input type="checkbox"/>	The certificate will be legalised by the Foreign and Commonwealth office. (We will need to provide a signature)
	<input type="checkbox"/>	The certificate is for use in Guernsey. (We will need to provide a seal)

6. <b>Signature</b> This can be typed or handwritten.	
<b>Name</b> (BLOCK CAPITALS)	
<b>Date</b>	

7. <b>Your reference</b> Complete if you would like us to quote this in communications with you, otherwise leave blank.	
<b>Contact details</b> Name, daytime telephone number of the person to contact in case of query.	

# 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 for 'trade mark forms and fees'](https://www.gov.uk/guidance/trade-mark-forms-and-fees)

Total Fee Paying (£)

Your own reference (Optional)

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## Your contact details should we have a query

Name

Email

Phone

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## 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 – 7.
- ☐ Stated how many copies you require at question 4.
- ☐ Provided a signature and date at question 6. This can be typed or handwritten.
- ☐ Made payment by card, cheque, bank transfer or IPO deposit account.
- ☐ Completed the payment sheet above.

Historical details of an application are available on our website [gov.uk/search-for-trademark](https://gov.uk/search-for-trademark)

**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-notice/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>