WIPO Digital Access Service (DAS)

User Guide

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1. WHAT IS DAS

The WIPO Digital Access Service (DAS) is an electronic 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 an electronic environment. It is a safe and less expensive alternative to providing paper copies of priority documents without postal delays. The Service can be accessed from the WIPO DAS webpage at https://www.wipo.int/das/en.

1.1 Participating Offices

As of August 1, 2023, there are 39 DAS participating Offices in total. The Office of First Filing (OFF)/Depositing Office is the Office with which the earlier application was filed. The Office of Second Filing (OSF)/Accessing Office is the Office which retrieves the document from DAS.

An up-to-date list of the DAS participating Offices is maintained by WIPO. The list indicates the types of documents (IP right types) that an Office deposits in DAS in its capacity as a Depositing Office and/or retrieves from DAS as an Accessing Office. The name of the Office on the list is hyperlinked and redirects to more information.

1.2 Types of Documents in DAS

The DAS service is for use with documents related to patents, utility models, industrial designs and trademarks. The documents which can be made available in DAS by a Depositing Office depends on the Office’s decision. For instance, some Offices allow any patent applications filed with them to be registered in DAS, while some other Offices limit it to applications filed in electronic form, or only national patent applications instead of including PCT applications. The applicable scope of documents of each DAS Participating Office is outlined in their notifications.
2. DAS PROCEDURE

For using the DAS service, the applicant needs to first check if the Office of First Filing is a DAS participating Office and if the Office accepts to deposit the type of the document concerned (e.g. national patent application, PCT application, industrial design application, etc.) into the DAS digital library.

It is also important to check whether the Office of Second Filing retrieves such type of document from the DAS digital library.

IMPORTANT: It’s a prerequisite for the applicant to ensure that DAS is a feasible option for the application concerned before taking the two steps below to use the DAS service.

**Step 1: Actions with Office of First Filing - Deposit a priority document into DAS**

The applicant requests the Office of First Filing to deposit the earlier application into DAS. The specific means of requesting the Office of First Filing to deposit a copy of the earlier application into DAS depend on the requirements of the Office. In general, the request may be submitted at the time of filing the earlier application or filed via a separate request after filing. An Office might even not require such a request from the applicant and deposit some types of applications in DAS automatically unless the applicant explicitly opts out this service. Relevant information can be found on the Office’s website and/or in the notifications on the WIPO DAS webpage.

Following your request to the Office, you will receive a DAS access code either from the Office of First Filing or from the International Bureau. The DAS code may also be given to you by some Offices as part of the filing process of the earlier application. For example, in the case of a US national application, it is the 4-digit confirmation number indicated on the original filing receipt issued by the USPTO.

**Step 2: Actions with Office of Second Filing - Retrieve the priority document from DAS**

The applicant submits a request to the Office of Second Filing in order for the Office to retrieve the priority document from the DAS digital library by providing the DAS code.

The Office of Second Filing requests to retrieve a copy of the priority document via DAS. The DAS system checks the availability of the document (IP right type, priority number and priority date) and the validity of the access code. Upon successful verification and retrieval, the applicant will receive the confirmation of receipt of the priority document from the Office.

If the identifying data or the access code is not correct, the system returns an error message with the reason for the rejection of the request (e.g. “application number and filing date do not match” or “application number and access code do not match” or “document does not exist”). The applicant will be notified by the Office accordingly.
3. DAS CODE

The DAS code is issued either by the Office of First Filing (CN, EP, EUIPO, FI, JP, KR, NZ, US) or by the International Bureau (for the following Offices of First Filing: AR, AU, AT, BR, CA, CL, CO, DK, EA, EE, ES, FR, GB, GE, IB, IL, IN, IR, IT, LV, LT, MA, MC, MX, NL, NO, SE, TR).
If a code is to be generated and sent by the International Bureau, an email address of the applicant must be provided at the time of requesting the Office of First Filing to deposit the earlier application in DAS.

In order to avoid the risk of transcription errors, all Offices of First Filing agree that the code generated should consist of exactly 4 alphanumeric characters, case insensitive, digits 0 to 9 and only 6 upper case letter A to F, for example 1234 or 8DE8.

The DAS code will be generated only once per document. It will not be changed in its lifetime. Therefore it can always be re-used if the same earlier application is claimed as a priority in another application.

4. DAS APPLICANT PORTAL

4.1 Access DAS Applicant Portal

A WIPO Account is required for the applicant to access the DAS service. If you already have a WIPO Account used for a WIPO’s online service such as ePCT, the same account can be used to access the DAS applicant portal. The creation of a WIPO Account is a self-registration process requiring to fill in the form at https://www3.wipo.int/myaccount. An automatic e-mail containing a link for you to confirm the email address associated with the WIPO Account will be sent immediately. After having confirmed the email, you can use the WIPO Account to log in to the DAS applicant portal.

The DAS applicant portal can be accessed using the URL https://www3.wipo.int/dasapplicant, or via the WIPO IP Portal, by going through “IP Portal - Patent tools” -> “Access more patent tools” -> “File & Manage” -> “DAS for Applicants”. The portal is available in 10 different languages.

A demo version is also available which allows the applicants to try out the DAS service before using it for real applications: https://webaccess.wipo.int/dasapplicantdemo.

To log in to the DAS applicant portal, you need to enter the username and password of your WIPO Account.
Figure 2 – DAS Applicant Portal Login
4.2 Manage Workbench

After the login, the workbench screen is displayed. You can add priority documents for which you want to check the access history by Offices of Second Filing. When using the portal for the first time and no document is associated with the account, the workbench is empty.

The following screenshot is a workbench example with two priority documents added.

![Figure 3 – DAS Workbench Screen](image)

4.3 Track Document

To add a priority document to your workbench, you need to enter the document details as follows:
This operation is allowed only if all data provided matches one of the priority documents registered in DAS. The same priority document can be tracked with different WIPO Accounts.

The priority number format of each IP right for each DAS depositing Office is available on the page [Priority number format in use by IP Office](#).

### 4.4 View Access History

After adding a priority document to your workbench, you can view the access history of Offices of Second Filing. The following screenshot shows typical responses from the system.
4.5 Certificate of Availability

The system allows you to view and download a certificate of availability confirming that the copy of the application is available in DAS. The certificate of availability lists all Offices of Second Filing which can retrieve the document using the access code.

The certificate can serve as confirmation of availability of the document in DAS in your files for record purposes. It can also be used as evidence before an Office to prove that you have taken all the necessary steps to make the document available by the date indicated on the certificate. Any delays due to a system error, such as temporarily unviability of the digital library of the Office of First Filing should not be attributed to the applicant.

![Figure 6 - Example of DAS Certificate of Availability](image-url)
4.6 Manage Notifications

You can set up notification options in the Notifications Preference to receive alerts relating to the priorities displayed on your workbench. Notifications are listed in the DAS applicant portal (as shown below) and can also be sent to the email address associated with your WIPO Account.

![Notification Preference Screen](image_url)

Figure 7 – Notifications Preference Screen

5. SUPPORT

For any DAS related questions, you can contact the PCT Operations Customer Support Section, available Monday to Friday from 09:00 to 18:00 (Central European Time), by phone at +41 22 338 9523 or via email at pct.eservices@wipo.int.

The [Contact Form for DAS](#) is also available on the WIPO’s Contact US webpage.

If your question is specifically relating to Trademarks or Designs, it is recommended to contact [Madrid Customer Service](#) or [Hague Customer Service](#) respectively.

[End of Document]