



**COPYRIGHT ROYALTY BOARD**

# Single Claim for DART Royalty Fees Filing Information

This form is for the filing period January 1, 2008, through February 29, 2008. Please read this information carefully before filling out this form. Failure to provide the requested information may cause your claim to be dismissed. Please refer to 37 *CFR* Part 360, subpart c for more details.

**Who May File:** This form is strictly for use by an interested copyright party or his or her authorized representative who claims to be entitled to DART royalty payments for the previous calendar year. You may have a valid DART claim if you are an interested copyright party (or an authorized representative of such a party) whose musical work or sound recording has been embodied in a lawfully made digital or analog musical recording and distributed or disseminated to the public in transmissions during the period covered by this form. See 17 *USC* §1006.

The person filing the claim must either be an interested copyright party or the authorized representative of that party. If you are filing on behalf of more than one interested copyright party, you must use the joint DART claim form. See 37 *CFR* §360.21 (c).

**When to File:** All DART claims for royalties collected during 2007 must be filed between January 1, 2008, through February 29, 2008. See 37 *CFR* §360.21 (a).

**What Constitutes a Timely Filing:** Claims submitted by mail are timely if they bear a United States Postal Service "USPS" postmark of a date no earlier than the first day of January and no later than the last day of February of 2008 for claims for royalties collected in 2007. **Mailed claims dated only with a business meter that are received after the last day in February will not be accepted as having been timely filed.** See 37 *CFR* §360.24.

Hand delivered or online claims must be submitted no earlier than the first day in January and received no later than 5:00 PM on the last day of February. See 37 *CFR* §360.24.

If the last day of February falls on a weekend or holiday, claims will be accepted if they were mailed and bear a USPS postmark dated the first business day in March or delivered to the Board no later than 5:00 PM on the first business day in March. See 37 *CFR* §360.24 (b).

**Subfund Selection:** In the Claim Information section of the form, please be certain your Subfund selection corresponds to the definition of interested copyright party you select. If you are filing claims against more than one Fund/Subfund category, you must complete a separate claim form for each Subfund.

If your Subfund selection falls under the *Sound Recordings Fund*, you must identify at least one *sound recording* that was distributed or disseminated to the public during the relevant royalty year.

If your Subfund selection falls under the *Musical Works Fund*, you must identify at least one *musical work* that was distributed or disseminated to the public during the relevant royalty year. See 37 *CFR* §360.22 (b) (6).

**How to Submit Your Claim:** You may submit your claim in any of the following ways, although online filing is preferred and strongly encouraged:

I. If submitted online, follow the instructions on the forms available online during the filing period at:

[www.loc.gov/crb/dart](http://www.loc.gov/crb/dart)

If by mail, address envelope to:

Copyright Royalty Board

PO Box 70977

Washington, DC 20024

II. If hand delivered by a private party, please comply with parts A and B of Section II (see below):

A. Address envelope to:

Copyright Royalty Board

Library of Congress

James Madison Memorial Building

Room LM-401

101 Independence Avenue SE

Washington, DC 20559-6000

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B. Deliver envelope between 8:30 AM and 5:00 PM to:

*Public Information Office  
U.S. Copyright Office  
James Madison Memorial Building  
Room LM-401  
101 Independence Avenue SE  
Washington, DC*

III. If delivered by courier, please comply with parts A and B of Section III (see below):

A. Address envelope to:

*Copyright Royalty Board  
Library of Congress  
James Madison Memorial Building  
101 Independence Avenue SE  
Washington, DC*

B. Deliver envelope between 8:30 AM and 4:00 PM to:

*Congressional Courier Acceptance Site (CCAS)  
2nd and D Streets NE  
Washington, DC*

**DO NOT USE Federal Express, United Parcel Service, and like services to submit your claim form.**

**Additional Questions:** If you have additional questions regarding the filing of DART claims, please contact the Copyright Royalty Board Program Specialist at (202) 707-7658.