

Make Sure Your Application Will Be Acceptable

Give Clear and Accurate Information

In completing an application form to register a claim to copyright, it is important to give clear and accurate information. To ensure that the information is accurate, carefully read the instructions on the application form. Additional information on various topics is available from the Copyright Office if needed. See “For Further Information” below.

Complete the Application in Black Ink or Type

The information you write on your application must be dark enough to make an acceptable reproduction. The registration certificate issued by the Copyright Office is made from a photographic image of your application. The better the quality of your application, the better the quality of your certificate. Applications of extremely poor quality will not be accepted.

In completing your application form, use a typewriter with a good ribbon or print all information (except your signature) clearly with a pen in black ink. Do *not* use a pencil or colored pens (blue, green, red, etc.).

Use Acceptable Photocopies or Computer Printouts of Copyright Office Forms

If you use a printed form issued by the Copyright Office, you do not have to worry about the quality of the form itself; it will produce an acceptable certificate. However, the Copyright Office receives applications in a variety of paper formats in addition to the printed application forms it distributes. These include:

- photocopies of Copyright Office-issued forms
- printed paper copies of forms from the Copyright Office website at www.copyright.gov
- printed paper copies of other computer-produced Copyright Office forms that have been approved by the Copyright Office

If the application you use is a photocopy or a computer printout, make sure that it is clear and legible and on a good quality of 8½-inch by 11-inch white paper. Also, make sure that the form meets the following criteria:

The two-page form must be printed head-to-head on a single sheet of paper so that when you turn the sheet over, the top of page 2 is directly behind the top of page 1. (This does not apply to Copyright Office Short Form applications because they are only one page.)

Do *not* enlarge or reduce the size of the form. The top and bottom margins of the form must be the same as those on the printed form issued by the Copyright Office. In particular, the return address at the bottom of page 2 (or page 1 if you are using a Short Form) must be in the correct location to be seen through the window envelope used to mail the certificate. For the address box to be properly located, the top line of the address box must be about 2 inches from the bottom edge of the form.

The Copyright Office is committed to issuing certificates of registration that provide a clear and legible record of registered claims. You can help by making sure that the information in your application is complete, accurate, and legible and that the form itself is of an acceptable quality.

Fill-In Forms on the Web

An applicant for copyright registration may select the proper form online at the Copyright Office website and key information directly onto the form instead of having to print the form and fill it in by hand or on a typewriter. After the form is filled in, it should be printed, signed, and mailed to the Copyright Office together with the deposit and the filing fee in the same container. At this time the Copyright Office does not accept electronic filings.

Who May Use the Fill-In Forms?

Any applicant who has access to a computer with an Internet connection may fill in the form on the computer's screen. Nearly all forms are available in fill-in format. Forms may

be printed with either a laser or inkjet printer. Inkjet printer copies of the forms require enlarging if you use the Shrink-to-Fit-Page option.

Where Are the Fill-In Forms?

The fill-in forms are on the Copyright Office website at www.copyright.gov. Click on "Forms."

For Further Information

Information via the Internet

Frequently requested circulars, announcements, regulations, other related materials, and all copyright application forms are available via the Internet. You may access these from the Copyright Office website at www.copyright.gov.

Information by telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000. The TTY number is (202) 707-6737. Information specialists are on duty from 8:30 a.m. to 5:00 p.m., eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them 24 hours a day from the Forms and Publications Hotline at (202) 707-9100. Leave a recorded message.

Information by regular mail

Write to:

*Library of Congress
Copyright Office
Publications Section, LM-455
101 Independence Avenue SE
Washington, DC 20559-6000*