

Changing your address

WITH THE COPYRIGHT OFFICE



You recently contacted the Copyright Office to change your address. This office maintains addresses in different files; therefore, it is essential that you inform us *which* address you are attempting to change.

If you need to change your address to receive an original or additional certificate, certified copy, or other Copyright Office service already requested, please file an official change of address with your post office. Anything mailed to you will be forwarded to your new address. We can check our files to see if the post office has returned your mail. For this service, write or email to:

*Library of Congress
Copyright Office-RACD
Out-Processing Section
101 Independence Avenue SE
Washington, DC 20559-6500*

EMAIL: mcs@loc.gov

Please note that because the Copyright Office receives vast quantities of material, it is often not possible to make changes to in-process filings.

You can change an address on a completed registration in one of two ways:

- 1 You can record a document listing all your registered works by title and registration number, along with your new address. Your current address will then be included in our records and will be available to those who search the documents file. However, the original registration records are not changed. The document must bear the original signature of the copyright owner or an authorized representative. There is a fee for recording a document covering no more than one title. An additional charge is made for each group of ten or fewer additional titles. See Circular 12, *Recordation of Transfers and Other Documents*, for further information.

or —

- 2 You can file a supplementary registration on Form CA to amend a completed registration to indicate the new address. There is a fee for filing Form CA. If you have multiple registrations, filing a Form CA only on the *most recent* registration will effectively get your new address on record. Filing a registration for a new work in the future will also effectively do this. See Circular 8, *Supplementary Copyright Registration*, and the instructions for Form CA for further information.



NOTE: Copyright Office fees are subject to change. For current fees, please check the Copyright Office website at www.copyright.gov, write the Copyright Office, or call (202) 707-3000.

If you need to change an address for a *deposit account*, write, call, or email to:

*Library of Congress
Copyright Office-RACD
Accounts Section
101 Independence Avenue SE
Washington, DC 20559-6500*

EMAIL: depositaccts@loc.gov
PHONE: (202) 707-8443
FAX: (202) 707-1899

For Further Information

By Internet

Circulars, announcements, regulations, other related materials, and certain copyright application forms are available from the Copyright Office website at www.copyright.gov.

By telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000. Staff members are on duty from 8:30 AM to 5:00 PM, 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.

By regular mail

Write to:

*Library of Congress
Copyright Office-COPUBS
101 Independence Avenue SE
Washington, DC 20559-6304*