

*Have a question about*

# Copyright Registration?

*Before you  
write or call us,  
please note  
some of the  
more frequently  
asked questions*

## **How can I register a copyright claim?**

In July 2008 the Copyright Office began using the Internet to accept applications to register copyright claims. Most basic claims can be registered using the electronic Copyright Office (eCO) at [www.copyright.gov](http://www.copyright.gov). Electronic registration is faster and less expensive than filing a paper application form.

## **How will I know if my application was received?**

If you apply for copyright registration through eCO, you will receive an emailed confirmation that your application has been received. If you apply for copyright registration using a paper application, the Copyright Office will not send you an acknowledgment that your application has been received.

If you want to be notified when the Copyright Office receives your application material, send it by a method that will confirm delivery or by registered or certified mail and request a return receipt from the Postal Service. Allow at least four to six weeks for the return of your receipt.

## **When will I receive my certificate of registration?\***

If your copyright claim submitted through eCO is in order, it will take up to four months to receive a certificate of registration. Approximately 10 percent of these claims may take longer. If you upload an electronic deposit copy, the time will be shorter.

If your copyright claim submitted on a paper application form is in order, it may take more than 12 months to receive a certificate of registration. Approximately 10 percent of these claims may take longer.

It may take longer to process your application if the Office must correspond with you to clarify the information you provide or get additional information. If the work cannot be registered, you will receive a letter explaining why.

**\*NOTE:** The time the Copyright Office requires to process an application varies, depending on the amount of material the Office is receiving.

## **What is the status of my application?**

If you file your copyright claim through eCO, you can check the status of your claim online. If you file using a paper application, we strongly recommend that you send it by a method that will confirm delivery. Please note that the Copyright Office cannot confirm receipt of mailed applications for approximately six weeks. After that time, you may request the status by using the "Contact Us" section of the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

## When is my registration effective?

A copyright registration is effective on the date that all three required elements (application, fee, and deposit) are received in acceptable form in the Copyright Office, regardless of the length of time it takes the Copyright Office to process the application and mail the certificate of registration. You do not have to receive your certificate before you publish or produce your work, nor do you need permission from the Copyright Office to place a notice of copyright on your work.

## What is the mailing address for applications filed on paper and for hard-copy deposits?

Please use the following address when sending us mail:

*Library of Congress  
U.S. Copyright Office  
101 Independence Avenue SE  
Washington, DC 20559-\*\*\*\**

To expedite the processing of your claim, use the address above with the zip code extension for your type of work:

*6222 for literary work  
6211 for visual arts work  
6233 for performing arts work  
6238 for motion picture or other audiovisual work  
6237 for sound recording  
6226 for single serial issue  
6601 for works sent in response to a mandatory deposit notice*

Send all items pertaining to your claim to copyright—your nonrefundable filing fee, completed application form (if filing with a paper application), and nonreturnable deposit (copies, phonorecords, or identifying material)—in the same package. Please limit boxes to no more than 20 pounds each.

## Will my deposit be damaged by security measures in place on Capitol Hill?

To avoid damage to your deposit caused by necessary and routine security measures, package the following items in boxes rather than envelopes for mailing to the Copyright Office: electronic media such as audiocassettes, videocassettes, CDs, and DVDs; microform; photographs; and slick advertisements, color photocopies, and other items that are printed with rubber- and vegetable-based ink.

## How may I request paper application forms and circulars?

If you need paper application forms or circulars, request them by going to “Contact Us” at [www.copyright.gov](http://www.copyright.gov). Also, see “For Further Information” below.

## How many forms may I receive?

We do not send unlimited quantities of our paper application forms and publications. Due to budgetary constraints and fee/form changes, we now limit the quantity of forms to two each. We encourage you to photocopy our circulars, blank application forms (**not** Form CO), and other informational material or to register online at [www.copyright.gov](http://www.copyright.gov).

Photocopied forms and those downloaded from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov) must be printed head-to-head (top of page 2 is directly behind the top of page 1) on a single piece of good quality 8 1/2 by 11-inch white paper. Black ink is preferred. To achieve the best quality copies of the paper application forms, use a laser printer. Forms not meeting these requirements will be returned.

## How can I receive Copyright Office news?

Subscribe to U.S. Copyright Office *NewsNet*, a free electronic mailing list that issues periodic email messages to alert subscribers to hearings, deadlines for comments, new and proposed regulations, and other copyright-related subjects. *NewsNet* is not an interactive discussion group. To subscribe, go to the Copyright Office website at [www.copyright.gov/newsnet](http://www.copyright.gov/newsnet).

## How can I see a record of my copyright registrations?

View official records of copyright registrations made since January 1, 1978, on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). Click on *Search Copyright Records*. It may take several days after you receive your certificate for your registration to appear.

## For further information

**BY INTERNET:** Circulars, announcements, regulations, other related materials, and certain copyright application forms are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). You may send an email communication to the Copyright Office from “Contact Us” at the bottom of the homepage.

**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*