



# Instructions for Short Form VA

For pictorial, graphic, and sculptural works

## USE THIS FORM IF —

1. You are the *only* author and copyright owner of this work, *and*
2. The work was *not* made for hire, *and*
3. The work is completely new (does not contain a substantial amount of material that has been previously published or registered or is in the public domain).

If any of the above does not apply, you may register online at [www.copyright.gov](http://www.copyright.gov) or use Form VA.

**NOTE:** Short Form VA is not appropriate for an anonymous author who does not wish to reveal his or her identity.

## HOW TO COMPLETE SHORT FORM VA

- Type or print in black ink.
- Be clear and legible.
- Give only the information requested.

**Note:** You may use a continuation sheet (Form \_\_\_/CON) to list individual titles in a collection. Complete space A and list the individual titles under space C on the back page. Space B is not applicable to short forms.

## 1 Title of This Work

You must give a title. If there is no title, state “UNTITLED.” If you are registering an unpublished collection, give the collection title you want to appear in our records (for example: “Jewelry by Josephine, 1995 Volume”). Alternative title: If the work is known by two titles, you also may give the second title. If the work has been published as part of a larger work (including a periodical), give the title of that larger work instead of an alternative title, in addition to the title of the contribution.

## 2 Name and Address of Author and Owner of the Copyright

Give your name and mailing address. You may include your pseudonym followed by “pseud.” Also, give the nation of which you are a citizen or where you have your domicile (i.e., permanent residence).

Give daytime phone and fax numbers and email address, if available.

## 3 Year of Creation

Give the latest year in which you completed the work you are registering at this time. A work is “created” when it is “fixed” in a tangible form. Examples: drawn on paper, molded in clay, stored in a computer.

## 4 Publication

If the work has been published (i.e., if copies have been distributed to the public), give the complete date of publication (month, day, and year) and the nation where the publication first took place.

## 5 Type of Authorship in This Work

Check the box or boxes that describe your authorship in the material you are sending. For example, if you are registering illustrations but have not written the story yet, check only the box for “2-dimensional artwork.”

## 6 Signature of Author

Sign the application in black ink and check the appropriate box. The person signing the application should be the author or his/her authorized agent.

## 7 Person to Contact for Rights/Permissions

This space is optional. You may give the name and address of the person or organization to contact for permission to use the work. You may also provide phone, fax, or email information.

## 8 Certificate Will Be Mailed

This space must be completed. Your certificate of registration will be mailed in a window envelope to this address. Also, if the Copyright Office needs to contact you, we will write to this address.

## 9 Deposit Account

Complete this space only if you currently maintain a deposit account in the Copyright Office.

## MAIL WITH THE FORM

- The filing fee in the form of a check or money order (*no cash*) payable to *Register of Copyrights*. (Copyright Office fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000 or 1-877-476-0778 (toll free)).
- One or two copies of the work or identifying material consisting of photographs or drawings showing the work. See table (right) for requirements for most works. **Note:** Read Circular 40a for the requirements for other works. Copies submitted become the property of the U.S. government.

Mail everything (application form, copy or copies, and fee) *in one package* to: *Library of Congress Copyright Office-VA 101 Independence Avenue SE Washington, DC 20559*

**Questions?** Call (202) 707-3000 or 1-877-476-0778 (toll free). Recorded information is available 24 hours a day. Order forms and other publications from *Library of Congress, Copyright Office-COPUBS, 101 Independence Avenue, SE, Washington, DC 20559*, or call (202) 707-9100. Download circulars and other information or register online at [www.copyright.gov](http://www.copyright.gov).

| If you are registering:   | And the work is <i>unpublished/published</i> , send:  |
|---|---|
| <ul style="list-style-type: none"> <li>• 2-dimensional artwork in a book, map, poster, or print</li> </ul>                        | <ol style="list-style-type: none"> <li>a. And the work is <i>unpublished</i>, send one complete copy or identifying material</li> <li>b. And the work is <i>published</i>, send two copies of the best published edition</li> </ol> |
| <ul style="list-style-type: none"> <li>• 3-dimensional sculpture</li> <li>• 2-dimensional artwork applied to a T-shirt</li> </ul> | <ol style="list-style-type: none"> <li>a. And the work is <i>unpublished</i>, send identifying material</li> <li>b. And the work is <i>published</i>, send identifying material</li> </ol>  |
| <ul style="list-style-type: none"> <li>• a greeting card, pattern, commercial print or label, fabric, or wallpaper</li> </ul>     | <ol style="list-style-type: none"> <li>a. And the work is <i>unpublished</i>, send one complete copy or identifying material</li> <li>b. And the work is <i>published</i>, send one copy of the best published edition</li> </ol>   |

### PRIVACY ACT ADVISORY STATEMENT Required by the Privacy Act of 1974 (P.L. 93-579)

The authority for requesting this information is title 17 U.S.C. §409 and §410. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse registration and you may not be entitled to certain relief, remedies, and benefits provided in chapters 4 and 5 of title 17 U.S.C.

The principal uses of the requested information are the establishment and maintenance of a public record and the examination of the application for compliance with the registration requirements of the copyright law.

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright registrations, and preparation of search reports upon request.

**NOTE:** No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this application.

Copyright Office fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000 or 1-877-476-0778.

REGISTRATION NUMBER

**Privacy Act Notice:** Sections 408-410 of title 17 of the *United States Code* authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information, you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. §705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

VA VAU  
Effective Date of Registration

Application Received

Deposit Received  
One Two  
Fee Received

Examined By

Correspondence

**TYPE OR PRINT IN BLACK INK. DO NOT WRITE ABOVE THIS LINE.**

**Title of This Work:**

Alternative title or title of larger work in which this work was published:

1

**Name and Address of Author and Owner of the Copyright:**

Nationality or domicile:  
Phone, fax, and email:

2

Phone ( ) Fax ( )  
Email

**Year of Creation:**

3

**If work has been published, Date and Nation of Publication:**

4

a. Date \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Month, day, and year all required)  
b. Nation

**Type of Authorship in This Work:**

Check all that this author created.

5

- 3-Dimensional sculpture       Photograph       Map  
 2-Dimensional artwork       Jewelry design       Text  
 Technical drawing

**Signature:**

Registration cannot be completed without a signature.

6

I certify that the statements made by me in this application are correct to the best of my knowledge.\* Check one:  
 Author     Authorized agent

**X** \_\_\_\_\_

OPTIONAL

**Name and Address of Person to Contact for Rights and Permissions:**

Phone, fax, and email:

7

Check here if same as #2 above.  
Phone ( ) Fax ( )  
Email

8

Certificate will be mailed in window envelope to this address:

|                     |
|---------------------|
| Name ▼              |
| Number/Street/Apt ▼ |
| City/State/Zip ▼    |

9

Deposit account # \_\_\_\_\_

Name \_\_\_\_\_

Complete this space only if you currently hold a Deposit Account in the Copyright Office.

DO NOT WRITE HERE Page 1 of \_\_\_\_\_ pages

\*17 U.S.C. §506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.