

Announcement

from the Copyright Office, Library of Congress, Washington, D.C. 20559

NEW COPYRIGHT REGISTRATION PROCEDURES

EFFECTIVE JANUARY 1, 1978, THERE WILL BE CHANGES IN:

- The application forms you will be submitting;
- The content and format of these application forms; and
- The Copyright Office's procedures for issuing certificates of registration.

NEW APPLICATION FORMS

After the end of 1977, the old application forms you have been using will no longer be acceptable for copyright registration. Beginning on January 1, 1978, which is the effective date of the new Copyright Act, you will need to submit your applications for copyright registration on entirely different forms.

Most applications will be submitted on one of the following five basic forms:

Form TX: for published and unpublished nondramatic literary works

Form PA: for published and unpublished works of the performing arts (musical and dramatic works, pantomimes and choreographic works, motion pictures and other audiovisual works)

Form VA: for published and unpublished works of the visual arts (pictorial, graphic, and sculptural works)

Form SR: for published and unpublished sound recordings

Form RE: for claims to renewal copyright in works copyrighted under the old law

Two other forms are provided for special situations:

Form CA: for supplementary registration to correct or amplify information given in the Copyright Office record of an earlier registration

Form GR/CP: an adjunct application to be used for registration of a group of contributions to periodicals

For more detailed information about all these forms, write for Announcement No. ML-172.

CHANGES IN CONTENT OF APPLICATION FORMS

The new copyright statute (title 17 of the United States Code) contains a provision (section 409) setting forth in detail a number of items of information that applications for copyright registration are required to contain. The new application forms have been designed to comply with the requirements of section 409. Some of the information they call for is being required for the first time in copyright application forms.

CHANGES IN FORMAT OF APPLICATION FORMS

The format of the new application forms has also been changed substantially:

Old format: The applications in use before 1978 consisted of two parts, both of which were completed by the applicant. The first part was the application proper. The second part, which called for the same information as the first, was issued as the certificate of registration after processing by the Copyright Office.

New format: The basic application form will consist of a single sheet, with spaces to be completed on the front and back. Detachable instructions are a part of the form. On the back of one page of instructions is a "Continuation Sheet" for use in those cases where it is necessary to provide more information than the spaces on the single sheet will hold. Applicants will no longer be asked to fill out a duplicate form for use as the certificate of registration.

CHANGES IN PROCEDURES FOR ISSUING CERTIFICATES OF REGISTRATION

As part of the various changes in registration procedures, the Copyright Office is reorganizing its internal methods for handling applications, including its system for issuing certificates of registration.

Old procedure: Under the system in effect before 1978, the Office would: (1) examine the application proper; (2) examine the certificate portion of the form to make sure the information was the same as that on the application; (3) add the registration number to both the application and certificate portions of the form; (4) detach the certificate from the application proper, add the Copyright Office seal and signature of the Register of Copyrights; (5) mail it to the applicant; (6) catalog the registration from the application proper; and (7) file the numbered application portion of the form as the Office's official record of the registration.

New procedure: After January 1, 1978, the Office will: (1) examine the application (no longer in duplicate); (2) add the registration number and effective date of registration to the application; (3) catalog the registration from the application; (4) reproduce (by photocopying process) the application on a preprinted certificate form already containing the signature of the Register; (5) emboss the official seal; (6) mail the certificate (the certified photocopy of the application) to the applicant; and (7) file the numbered application as the Office's official record of the registration.

What these procedural changes mean:

- It was possible to redesign the application forms without the various problems of having to accommodate the certificate portion as part of the "package";
- You will be spared the burden of completing the certificate portion of the form;
- The Copyright Office will be spared the burden of examining the certificate portion and of making sure that it contains the same information as the application;
- Since the certificate will be a photocopy of the application, the statutory requirement that the "certificate shall contain the information given in the application" will be met in all cases.
- The registration will be cataloged before the certificate is mailed. This added step will necessarily add to the time between receipt of the application and mailing of the certificate. We hope that the other savings in the procedure will reduce the overall time lag, but there will be some delay.

NOTE:

- All forms will be supplied free of charge, and may be requested by writing to: Information and Publications Section, Copyright Office, Library of Congress, Washington, D.C. 20559.
- Most of the application forms are printed as part of a two- or three-page "package," including instructions and continuation sheets. However, users of large quantities of applications can also obtain supplies of separate application forms and of separate continuation sheets, without instructions, upon request.