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Placing an Order with the Records Research and Certification Section

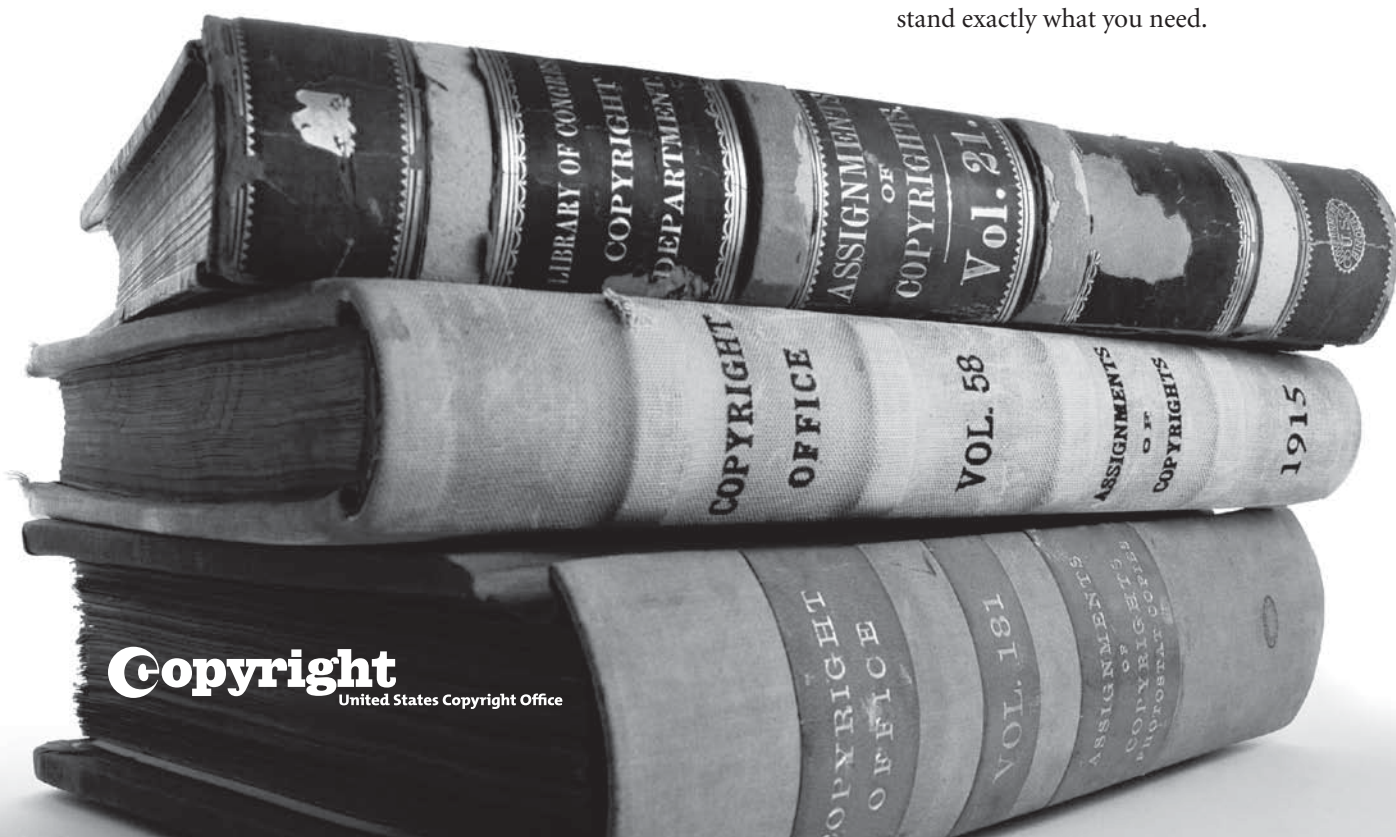
Do you need copies or certification of Copyright Office records? Do you want to search our records? To place a request and submit payment, follow the steps below. Whichever option for contacting us you select, please keep in mind that all required fees must be paid prior to service.

Before You Contact Us

- If you need copies or certification of Copyright Office records, see Circular 6, *Obtaining Access to and Copies of Copyright Office Records and Deposits*, available at www.copyright.gov.
- If you want to search Copyright Office records, see Circular 22, *How to Investigate the Copyright Status of a Work*, available on the Office's website, www.copyright.gov.

How to Contact Us

- Visit us in room LM 453 of the James Madison Memorial Building of the Library of Congress at the address on the opposite side of this document,
- Call in your request to one of the telephone numbers on the opposite side of this document, or
- Send your request in writing by regular mail, fax, or email (see contact details on the opposite side of this document). Please review your written request carefully before sending it to make sure that staff will understand exactly what you need.



We are open to the public between 8:30 AM and 5 PM, eastern time, Monday through Friday.

*U.S. Copyright Office
Library of Congress-RRC
101 Independence Avenue SE
Washington, DC 20559-6302*

TEL: (202) 707-6787 or (202) 707-6850
FAX: (202) 252-3519 or (202) 252-3485
EMAIL: for copies or certification of records:
copycerts@loc.gov
EMAIL: for searches of records:
copysearch@loc.gov

How to Submit Payment

Your payment options depend on how you request a service.

WALK-IN REQUESTS. If you visit us in person, you can pay with cash, a check, a money order, a credit or debit card, or a Copyright Office deposit account. If you pay with cash, we will advise you of the service fee and ask you to visit our Public Information Office in LM 401, where you can pay and receive a receipt. Staff in LM 453 will provide receipts for all other payment methods.

REQUESTS BY MAIL, PHONE, FAX, AND EMAIL.

If you contact us by one of these methods, you can pay with a check, a money order, a credit or debit card, or a Copyright Office deposit account. You will receive a receipt by mail.

NOTE: If you choose to pay by mail, you must call us first at (202) 707-6787.

We will tell you about how long we will need to complete your request at the time of your transaction. If you request expedited service, the next staff member who is available will handle your request. If your service requires an additional fee, we will notify you. Your request will be held until full payment is received. Requests held for payment for more than 60 days will be closed.