

Correcting an Electronic Title List

If an electronic title list contains errors or omissions, corresponding errors or omissions may appear in the Office's online public record for that document. If a remitter of a recorded document finds that an error or omission in an electronic title list has led to the inaccurate indexing of the document in the Office's public catalog, the remitter may request that the record be corrected by submitting a letter to the Office specifying what corrections should be made. Such a letter may be submitted at any time after the Office issues a certificate of recordation and creates an online public record for the document.

To submit a correction to an electronic title list:

- Do not submit a corrected electronic title list or resubmit the paper document or Form DCS.
 - Mail your corrective filing to:
Copyright Office—ETL Correction
P.O. Box 71537
Washington, DC 20024-1537
 - Submit the appropriate fee for the corrective filing as indicated by 37 C.F.R. § 201.3(c), currently under the heading "Correction of online Public Catalog data due to erroneous electronic title submission (per title)."
 - Submit a signed and dated letter to the Office clearly indicating:
 - That you wish to make a correction to an electronic title list.
 - The volume and document number that the Office assigned to the associated recorded document.
 - The number of titles being corrected.
 - The filing fee owed for the correction (see 37 C.F.R. § 201.3(c)) and method of payment: check, money order, or deposit account. If paying through a deposit account, indicate the account name and number.
 - Contact information for the remitter, if different from that provided in Item 12 of the originally submitted Form DCS.
 - The title of the first work provided in the recorded document, as identified in Item 1 of the originally submitted Form DCS.
 - The name of the first party identified in Item 11 of the originally submitted Form DCS.
 - The name of the remitter, as identified in Item 12 of the originally submitted Form DCS.
- All corrections being sought. For an error, you must state (1) the Title Number from Column A of the originally submitted electronic title list, (2) the relevant category heading from the originally submitted electronic title list, (3) the relevant text as was originally submitted, and (4) the replacement corrective text. For an omission from a title that was in the originally submitted electronic title list, describe the new information. If the title was entirely omitted, provide all relevant information in the same order it would have been in if it were included in the original electronic title list, along with the page number of the document where the title information can be located. For example:
 - For title no. 7, correct the leading article for title from "The" to "A"
 - For title no. 7, correct the title from "News hop" to "New Hope"
 - For title no. 7, correct the type of alternative title from "f.k.a." to "a.k.a."
 - For title no. 7, correct the primary title number from "6" to "5"
 - For title no. 232, correct the type of work from "screenplay" to "motion picture"
 - For title no. 1346, correct the additional registration number from "SR0000320917" to "SR0000320918"
 - For title no. 2003, add "film" as a type of larger work
 - Add: A; Dance with Dragons; []; []; novel; By George R.R. Martin; []; []; []; []; A Song of Ice and Fire; book series; Appendix B, p. 8.

Upon receipt of a properly prepared corrective filing and the appropriate fee, Office staff will review the submission, and if appropriate, will proceed to correct the errors or omissions that appear in the public catalog. In addition, staff will add a note indicating that the record has been corrected and the date that the corrections were made.