

Make Sure Your Application Will Be Acceptable

In completing an application form, whether electronic or paper, it is important to give clear and accurate information. To ensure that the information is accurate, carefully read the instructions provided. Additional information on various topics is available from the Copyright Office if needed. See *For Further Information* below.

Registration Methods

eCO eService

Use the electronic Copyright Office (eCO eService) for registering basic claims to copyright, even if the deposit is not in digital format. For information about online registration with eCO, go to the Copyright Office website at www.copyright.gov or contact the Copyright Office. Online registration requires no paper form.

Paper Application

You can also register your basic copyright using forms TX (literary works); VA (visual arts works); PA (performing arts works, including motion pictures); SR (sound recordings); and SE (single serials). To access all forms, go to the Copyright Office website and click on *Forms*. On your personal computer, complete the form for the type of work you are registering, print it out, and mail it with a check or money order and your deposit. Blank forms can also be printed out and completed by hand, or you may request them by postal mail or by calling the Forms and Publications Hotline at (202) 707-9100 or 1-877-476-0778 (toll free) (limit of two copies of each form by mail). When completing your paper form, use a typewriter with a good ribbon or print all information except your signature clearly with a pen in black ink. Do not use a pencil or colored pens (blue, green, red, etc.). Informational circulars about the types of applications and current registration fees are available on the Copyright Office website at www.copyright.gov or by phone.

Use Acceptable Photocopies or Computer Printouts of Copyright Office Forms

If you use a printed form issued by the Copyright Office, you do not have to worry about the quality of the form itself. However, the Copyright Office receives forms in a variety of paper formats in addition to the original application forms it distributes. These include the following:

- photocopies of Copyright Office-issued forms
- printed paper copies of forms from the Copyright Office website at www.copyright.gov
- printed paper copies of other computer-produced Copyright Office forms that have been approved by the Copyright Office

If the form you use is a photocopy or a computer printout, make sure that it is clear and legible and on a good quality of 8 ½" × 11" white paper. Do not enlarge or reduce the size of the form.

Fill-In Forms on the Web

All forms are available as fill-in forms on the Copyright Office website at www.copyright.gov. Click on *Forms* and select the proper form. Key information directly onto the form instead of printing the form and filling it in by hand or on a typewriter. After the form is filled in, it should be printed with either a laser or inkjet printer, signed, and mailed to the Copyright Office together with the deposit and the filing fee, all in the same container. A box sent to the Copyright Office should weigh no more than 20 pounds.

You must have Adobe Acrobat Reader installed on your computer to view and print the forms. Download the free Adobe Acrobat Reader from the same Internet site at which the forms are available. To achieve the best quality copies of the forms, use a laser printer. Or you may request paper copies from the Copyright Office.

For Further Information

By Internet

Circulars, announcements, regulations, other related materials, and all copyright application forms are available on the Copyright Office website at www.copyright.gov. To send an email communication, click on *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 or 1-877-476-0778 (toll free). 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*