

Circular 4

Copyright Office Fees

The Register of Copyrights has authority to set fees for specified services provided by the Copyright Office if certain conditions are met. (See Pub. L. 105-80, 111 Stat. 1529 [1997].) These services include, among others, registering claims to copyright, recording documents, and searching copyright records. Additionally, Section 708(a) of the Copyright Act authorizes the Register of Copyrights to “fix fees for other services ... based on the cost of providing the service.”

Services and Fees

The Copyright Office charges the fees specified below for the services described. A list of fees for registration, recordation, and related services, along with fees for special services appears at the end of this circular. See SL-04L, *Copyright Office Licensing Division Service Fees*, for a list of fees for Licensing Division services. See 79 FR 15919-15920 for a list of fees for requests related to the Freedom of Information Act. See “Payment of Fees” below for information about payment methods.

Basic Registrations

An application for copyright registration contains three essential elements: a completed application form, a nonrefundable filing fee, and a nonreturnable deposit — that is, a copy or copies of the work being registered and “deposited” with the Copyright Office.

Here are the options for registering your copyright, beginning with the fastest and most cost-effective method.

Option 1: Online Registration · Online registration through the electronic Copyright Office (eCO) is the preferred way to register basic claims for literary works; visual arts works; performing arts works, including motion pictures; sound recordings; and single serial issues. The filing fee is \$35 if you register one work by a single author who is also the claimant and the work is not made for hire. Otherwise, the fee for online registration is \$55. Online registration results in the fastest processing time among registration methods; online status tracking; secure payment by credit or debit card, electronic check, or Copyright Office deposit account; and the ability to upload certain categories of works directly into eCO. Note that you can still register using eCO and save money even if you will submit a hard-copy deposit.

Standard application claims include (1) multiple unpublished works if they are all by the same author(s) and owned by the same claimant; and (2) multiple published works if they are all first published together in the same publication on the same date and owned by the same claimant.

To access eCO, go to the Copyright Office website at www.copyright.gov and select *Register a Copyright*.

Option 2: Registration with Paper Forms · You can also register using fill-in forms TX (literary works); VA (visual arts works); PA (performing arts works, including motion pictures); SR (sound recordings); SE (single serial issues); and CON (continuation sheet for applications). To access these forms, go to the Copyright Office website and select *Forms*. On your personal computer, complete the form for the type of work you are registering, print it out, sign it, and mail it with a check or money order and a deposit copy or copies of the work being registered. Blank forms can also be printed out and completed by hand or requested by postal mail (limit of two copies of each form by mail). The fee for a basic registration using one of these forms is \$85 payable by check or money order. Credit cards are not accepted for filings on these forms unless they are hand-delivered to the Public Information Office.

Applications That Must Be Completed on Paper · Certain applications must be completed on paper and mailed to the Copyright Office with the appropriate fee and deposit. These include applications for some types of group submissions (the fee chart at the end of this circular lists the relevant paper forms); Form D-VH for registration of vessel hull designs; Form GR/PPh/CON and Form TX for group registration of automated database updates; Form MW for registration of mask works; Form GATT for registration of works in which the U.S. copyright was restored under the 1994 Uruguay Round Agreements Act; and Form RE for renewal of copyright claims.

To access the forms, go to the Copyright Office website and select *Publications*, then *Forms*, complete the form (on your personal computer) for the type of work you are registering, print it, sign it, and mail it with a check or money order and a deposit copy of the work being registered. Blank forms can also be printed out and completed by hand or requested by postal mail (limit of two copies of each form by mail).

Recordation of Documents

The Copyright Office charges a fee to record documents pertaining to a copyright, such as a transfer of copyright, a will, a license, or a notice of termination. The fee to record a document of any length including no more than one title is \$105. Additional titles are \$35 for each group of 10 or fewer titles (see note below). Additional transfers in a document are charged at \$105 each. All documents must be filed for recordation in paper form; online filing is not available. For more information about recordation of documents, see Circular 12, *Recordation of Transfers and Other Documents*. For further details about recording notices of termination, see section 201.10 of the *Code of Federal Regulations*, available at www.copyright.gov/title37/201/index.html.

NOTE: The additional-title fee is based on the number of titles in a document, not the number of works. Thus one work known under two titles is counted as two titles. The Copyright Office will verify title counts.

Searches of Copyright Office Records

The Copyright Office charges a fee for staff to search records for information about copyright registrations, renewals, transfers, and other documents relating to the copyright status of works. Upon request, the Copyright Office will estimate the total cost of a search. The fee for a search estimate is \$200, which is applicable to the search fee. The hourly search fee, including the preparation of an official search report, is \$200. There is a two-hour minimum. For assistance with your search request, complete the form available at www.copyright.gov/forms/search_estimate.html, call the Records Research and Certification Section at (202) 707-6850, or send an email to copysearch@loc.gov. The Office will not search to determine whether a work similar to a work of interest has already been registered. Such searches are not necessary under copyright law.

NOTE: Researchers can also visit the Copyright Office's Public Records Reading Room, located in Room LM-404 of the James Madison Memorial Building of the Library of Congress, 101 Independence Avenue SE, Washington DC 20559, to search Copyright Office catalogs and other records in person. See Circular 22, *How to Investigate the Copyright Status of a Work*, for details.

Copyright records from 1978 to the present may also be searched online at www.copyright.gov.

Copies of Copyright Office Records

The Copyright Office charges a fee for locating or retrieving records, providing additional certificates of registration, or certifying copyright records. The hourly fee to locate or retrieve Copyright Office records (nonelectronic) is \$200 per hour with a one-hour minimum. The fee to retrieve electronic records is \$200 per hour with a half-hour minimum and billed thereafter at quarter-hour increments. Additional certificates of registration are \$40 each. The charge for certifying a record is \$200 per hour. The certification fee is in addition to fees for other applicable services, such as fees for searches or photoduplication. To request copies of Copyright Office records, call the Records Research and Certification Section at (202) 707-6787 or send an email to copycerts@loc.gov. Under certain limited conditions, copies of copyright deposits may be provided. For more information, see Circular 6, *Obtaining Access to and Copies of Copyright Office Records and Deposits*.

Preregistration

Unpublished works that are being prepared for commercial distribution and that fall within certain classes of works are eligible for online preregistration. The fee for preregistration is \$140. The Office does not accept preregistration filings on paper, in person, or by regular mail. Preregistration forms must be filed electronically. For further information about preregistration, see the preregistration information on the Copyright Office website.

Expedited Services and Special Handling

The fee for special handling of qualified applications for registration is \$800 per claim. There is an additional fee of \$50 for each (non-special-handling) claim using the same deposit.

Requests for expedited recordation of documents pertaining to copyright and processing of applications for registration of copyrights, mask works, and vessel hull designs are granted at the discretion of the Register of Copyrights. The fee for special handling of documents for recordation is \$550.

Some services may be provided on an expedited basis under certain circumstances and with prior approval. Call the Records Research and Certification Section at (202) 707-6850 or send an email to copysearch@loc.gov for information about requests for expedited searches. For an expedited search, there is a surcharge of \$300 per hour for each of the first two hours. This fee is added to the fee for the search. Thus an expedited search costs \$200 + \$200 for the first two hours and \$300 + \$300 added to the first two hours for a cost of \$1,000 for the first two hours of an expedited search.

For each additional hour, in addition to the charge for the first two hours of an expedited search, the cost is \$500. Thus an expedited search of three hours duration costs \$1,500. For information about requests for expedited copies of Copyright Office records, call the Records Research and Certification section at (202) 707-6787 or send an email to copycerts@loc.gov. A surcharge of \$305 is added to the regular charges for special handling in locating or retrieving records, providing additional certificates of registrations, certifying copyright records, and locating or retrieving in-process records.

Requests for special handling must explain why it is desired. Examples of when a special handling request may be approved include situations in which the requester is dealing with pending or prospective litigation or cases involving the U.S. Customs Service, contractual matters, or publishing deadlines. The request must include a signed statement that the details of the request are correct to the best of the requester's knowledge.

For instructions on submitting a special handling request, see Circular 10, *Special Handling*.

Requests for Reconsideration (Appeals)

When the Copyright Office refuses to register a claim to copyright, it notifies the applicant in writing. After such notification, the applicant can seek reconsideration not later than three months after the date that appears on the Office's written refusal by sending a letter requesting reconsideration and setting forth his or her objections to the refusal. The cost of a first request for reconsideration is \$250 per claim. If registration is again refused, a second request for reconsideration can be submitted. The cost of a second reconsideration is \$500 per claim. The decision of the Copyright Board of Review for the second request for reconsideration constitutes final agency action. For further details, see *SL-4A, Requesting Reconsideration of a Refusal to Register a Copyright, Mask Work, or Vessel Hull Claim*.

Full-Term Retention

The Copyright Office's general policy is to retain published, registered copyright deposits for the longest feasible period, but at least five years, with the exception of published works registered as visual arts, which are retained for at least ten years. Unpublished deposits are ordinarily retained for the full copyright term. Registrants who want to ensure that the Copyright Office retains their published deposits for the full length of the copyright term must pay a fee of \$540 to cover processing and storage costs. Send requests for full-term retention to

*Library of Congress
Copyright Office-PIE
101 Independence Avenue SE
Washington DC 20559
Attn: Full-Term Retention Request*

For more information about full-term retention, see "Full-Term Retention of Copyright Deposits" (37 C.F.R. 202.23) at www.copyright.gov/title37/202/index.html.

Payment Processing Service Charges

The charge for an overdraft of a deposit account is \$250. The fee for a dishonored replenishment check for a deposit account is \$100. The fee for an uncollectible or nonnegotiable check is \$30.

Other Claims and Services

Fees for other types of services and claims, such as processing secure tests and providing deposit receipts, appear in the fee list at the end of this circular and in *SL-4, Copyright Office Fees*. For detailed information about these and other claim types and services, visit the Copyright Office website.

Payment of Fees

Based on the service provided and the method of its delivery, the Copyright Office accepts payment by credit card; electronic transfer of funds; deposit account; currency; or check, money order, or bank draft payable to *Register of Copyrights*.¹

NOTE: Currency is accepted only when a service is provided in person in the Public Information Office. The Copyright Office does not accept currency by mail and cannot assume any responsibility for the loss of currency sent in payment of copyright fees.

Online Services

Credit card payment is authorized for services provided online, including online registration of copyright claims through eCO. The Copyright Office accepts American Express, Diners Club, Discover, MasterCard, and Visa for these services. Online services can also be paid by electronic check, debit card, or Copyright Office deposit account.

An individual or a firm can establish a deposit account, make advance deposits into that account, and charge copyright fees against the balance in the account instead of sending separate remittances with applications and other requests for services. For information on deposit accounts, see Circular 5, *How to Open and Maintain a Copyright Office Deposit Account*.

Services by Mail

If a service request is sent by mail, the only acceptable methods of payment are check or money order payable to the *Register of Copyrights* or Copyright Office deposit account (see the paragraph above for details about deposit accounts.) If a check received in payment of a registration filing fee is returned to the Copyright Office as uncollectible, registration will be delayed until a valid payment is received, and a service charge of \$30 will be applied. The effective date of registration will be the date the valid fee payment is received.

Services by Phone or in Person

Fees for some services can be paid by credit card when requests are made by phone. (See “Online Services” above for a list of the credit cards the Copyright Office accepts.) To charge requests for additional certificates, copies of documents and deposits, certifications, search and retrieval of deposits, and expedited processing, call the Records Research and Certification Section at (202) 707-6787. Call (202) 707-6850 to charge fees for estimating the cost of searching Copyright Office records or for searching the facts of registrations and recordations on a regular or expedited basis.

The Public Information Office accepts credit cards, currency, checks, and money orders in payment of Copyright Office services requested by walk-in visitors. In addition, fees for on-site use of Copyright Office computers, printers, and photocopiers can be charged in person.

Foreign Checks and Money Orders

All foreign checks or money orders must be redeemable without a service or exchange fee through a U.S. institution, payable in U.S. dollars, and imprinted with American Banking Association routing numbers. Postal money orders and international money orders that are negotiable only at a post office are not acceptable.

Refunds

Payments more than \$50 in excess of the required fee will be refunded automatically, but refunds of \$50 or less will be made only upon written request.

The Copyright Office will not refund filing fees remitted for basic, supplementary, or renewal registration; for preregistration; or for special handling, whether or not copyright registration or preregistration is ultimately made. To cover administrative and processing costs, fees received in conjunction with requests for services will typically not be refunded, even when the services cannot be provided.

Before making any refund for fees remitted in relation to nonregistration services, the Copyright Office will deduct an administrative processing fee in an amount equivalent to one hour of the requested service or the minimum fee for the service (37 C.F.R. 201.6(c)).

Effective Date of Registration

When the Copyright Office issues a registration certificate, it assigns as the effective date of registration the date it received all required elements — an application, a nonrefundable filing fee, and a nonreturnable deposit — in acceptable form, regardless of how long it took to process the application and mail the certificate.

You do not have to receive your certificate before you publish or produce your work, nor do you need permission from the Copyright Office to place a copyright notice on your work. However, the Copyright Office must have acted on your application before you can file a suit for copyright infringement, and certain remedies, such as statutory damages and attorney’s fees, are available only for acts of infringement that occurred after the effective date of regis-

tration. If a published work was infringed before the effective date of registration, those remedies may also be available if the effective date of registration is no later than three months after the first publication of the work.

The time the Copyright Office requires to process an application varies, depending on the amount of material the Office is receiving and the method of application. If you apply online for copyright registration, you will receive an email notification when your application is received. If you apply on a paper form, you will not receive an acknowledgment of your application, but you can expect a certificate of registration indicating that the work has been registered; an email, letter, or a telephone call from the Copyright Office if further information is needed; or, if the application cannot be accepted, a letter explaining why it has been rejected.

The Copyright Office cannot honor requests to make certificates available for pickup or to send them by express mail. If you want to know the date that the Copyright Office receives your paper application or your deposit, use registered or certified mail and request a return receipt.

Public Information Office

To secure any of the services described in this circular as being available in person or by phone in the Copyright Office's Public Information Office (room LM-401), visit the following address between 8:30 AM and 5:00 PM, eastern time, Monday through Friday, or call (202) 707-3000 or 1-877-476-0778 (toll free).

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

For Further Information

By Internet

Online registration, circulars, announcements, regulations, paper application forms, and other materials are available from the Copyright Office website at www.copyright.gov. To send an email communication, select *Contact Us*.

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. If you want to request paper application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 and leave a recorded message.

By Regular Mail

Write to

*Library of Congress
Copyright Office
101 Independence Avenue, SE
Washington, DC 20559*

Note

1. In addition to other services described in this circular that can be paid by credit card, credit card payment is accepted for filings under the Uruguay Round Agreements Act (URAA). These filings include notices of intent (NIEs) to enforce a restored copyright under the URAA and claims to copyright made on Form GATT (General Agreement on Tariffs and Trade). For these filings, only American Express, MasterCard, and Visa are accepted; debit cards are not accepted. See Circular 38B, *Highlights of Copyright Amendments Contained in the URAA*, and Form GATT for details about filing claims under the URAA.

– Fees in effect as of May 1, 2014

- For Licensing Division fees, request SL-4L
- All forms available at www.copyright.gov

Basic Registrations

Each registration must include properly completed application form, nonrefundable filing fee, and nonreturnable deposit.

Registrations online

- \$35 Single Application (single author, same claimant, one work, not for hire)
- \$55 Standard Application (all other filings)

Registrations on paper

- \$85 Paper filing on Form TX, Form VA, Form PA, Form SE, and Form SR

Renewal Registrations

For works published or registered before January 1, 1978

- \$100 Form RE
- \$100 Addendum to Form RE (in addition to fee for claim)

Group Registrations

To register a group of related claims, where appropriate

- \$25 Form SE/Group (serials) (per issue, with minimum 2 issues)
- \$80 Form G/DN (daily newspapers and qualified newsletters)
- \$65 Form GR/PPh/CON (published photographs) (up to 750 published photographs can be identified on Form GR/PPh/CON with a single filing fee)
- \$85 Group of automated database updates (paper application only)
- \$55 Online registration of groups of published photographs (pilot program, see SL-39)
- \$85 Form GR/CP (contributions to periodicals)

Supplementary Registrations

- \$130 Form CA (to correct or amplify a completed registration)
- \$100 Form DC (to correct a design registration)

Preregistration

- \$140 Preregistration of certain unpublished works

Other Registrations

- \$400 Form D-VH (vessel hull designs)
- \$85 Form GATT
- \$120 Form MW (mask works)

Optional Services Related to Registration

Special Handling

To expedite registration processing of qualified claims

- \$800 Special handling fee (per claim)
- \$50 Additional fee for each (non-special-handling) claim using the same deposit

Other fees associated with registration

- \$540 Full-term retention of published copyright deposit
- \$250 Secure test processing (per staff member per hour)
- \$50 Handling extra copy for certification

Requests for Reconsideration (Appeals)

For claims previously refused registration

- \$250 First request (per claim)
- \$500 Second request (per claim)

Other Copyright Service Fees

Recordation of Documents

To make public record of assignment of rights or other document relating to disposition of copyrighted work

- \$105 Recordation of document, including notice of intention to enforce (containing no more than 1 title)
- \$35 Additional titles (per group of 10 or fewer titles)
- \$7 Correction of online public catalog data due to erroneous electronic title submission (per title)
- \$105 Additional transfer (each)
- \$550 Special handling of recordation of documents

Searches of Records

For searching copyright records and preparing official report

- \$200 Estimate of search fee (credited to search fee)
- \$200 Search report (per hour, 2 hour minimum)
- \$300 Expedited report (surcharge per hour for first two hours plus \$200 per hour base fee)
- \$500 Each additional hour in addition to the charge for the first two hours (three-hour search is \$200 + \$200 + \$300 + \$300 + \$500)
- \$200 Certification of search report (per hour)

Retrievals and Copies of Records

Retrieval of in-process or completed Copyright Office records

- \$200 Retrieval of paper records (per hour, 1 hour minimum)
- \$200 Retrieval of digital records (per hour, half hour minimum, quarter-hour increments)
- \$40 Additional certificate of registration
- \$200 Certification of records, including search reports (per hour)
- \$305 Surcharge for expedited retrievals, certification, and copying (\$/hr)

Copying of Copyright Office records by staff

- \$0.50 Photocopy (black & white, 8 1/2 x 11) (per page, minimum: \$12)
- \$1 Photocopy (black & white, 11 x 17) (per page, minimum: \$12)
- \$2 Photocopy (color, 8 1/2 x 11) (per page, minimum: \$12)
- \$4 Photocopy (color, 11 x 17) (per page, minimum: \$12)
- \$75 Audiocassette (first 30 minutes)
- \$20 Additional 15-minute increments
- \$75 Videocassette (first 30 minutes)
- \$20 Additional 15-minute increments
- \$30 CD or DVD
- \$30 Flash drive
- Variable Unsupported formats and other copying of materials by outside providers, at cost of provider

Miscellaneous Fees

- \$30 Receipt for deposit without registration (section 407 deposit)
- \$6 Designation of agent under section 512(c)(2) to receive notification of claimed infringement or amendment or resubmission of agent
- \$35 Alternative names, including websites (per group of 10 or fewer)
- \$50 Notice to libraries and archives (each additional title \$20)
- \$45 Service charge for Federal Express mailing
- \$1 Service charge for delivery of documents via fax (per page, seven pages maximum)

Payment Processing Service Charges

- \$250 Overdraft of deposit account
- \$100 Dishonored replenishment check for deposit account
- \$30 Uncollectible or nonnegotiable check

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