

Group of Unpublished Photographs Tutorial

About Group of Unpublished Photographs – eCO Login screen

- This application may be used to register a group of no more than 750 unpublished photographs.
- There are strict eligibility requirements that must be met in order to register a Group of Unpublished Photographs. Before completing the application, you will be asked to confirm that you understand and meet all of these requirements.
- To complete your submission you must submit a digital copy of each photograph. In addition, you must prepare and submit a list containing the title and file name for each photograph in the group. The Copyright Office has developed a [template](#) that you may use. We strongly encourage you to prepare this list before completing the application.

Beginning the application – Login screen / Home screen / Registration Process Overview screen

- To submit an application for a group of unpublished photographs, first log in to your eCO account. Click “Register a Group of Photographs” under the “Copyright Registration” heading on the left side of the Home page.

Copyright
United States Copyright Office

Home | My Profile | Help | Contact Us | Log Out

Check Registration Case Status

- Open Cases
- Working Cases
- All Cases
- My Company's Cases
- Status Definitions
- Search My Cases
- My Applications
- My Company's Applications

Copyright Registration

- Register a Work**
- Standard Application
- Recommended for Most Works

Other Registration Options

- Note: Restrictions Apply
- Register a Group of Photographs
- Register One Work by One Author
- Correct or Amplify an Existing Registration

Other Services

- Note: Substantial Fees Required
- Preregistration of Certain Types of Work

Miscellaneous

- Use an Existing Template
- Organization/Deposit Account

Additional Copyright Services

- Access Copyright Office Information
- Ask a Question?
- Read Circulars
- Search Online Records

Electronic Copyright Office (eCO)

Welcome, Tom!

- Please disable your browser's pop-up blocker
- [What's new in eCO?](#)
- For copyright registration information, instructions, helpful tips and FAQs, [click here](#)
- If you received a Notice for Mandatory Deposit for an electronic work and need more information or help, [click here](#)

Open Cases

Case #	Status	Opened	Title	Vol/ Num/Issue	Month Year	Type of Work	Appl. Format	Appl. Form	Fee Paid	Upload Status	Closed
No Records											

eCO information

The eCO Registration System will be offline every weekend from 10:00 PM Saturday until 6:00 AM Sunday (Eastern Time) for scheduled maintenance.


For electronic Copyright Office (eCO) system availability and updates, go to www.copyright.gov, click on {Subscribe} at the bottom of the page, create an account, then choose Copyright eService Maintenance and Updates.

Privacy Act Notice: Sections 435-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

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- After reviewing the information on the Registration Process Overview screen, click “Start Registration” to begin.

Copyright
United States Copyright Office

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Group of Photographs - Registration Process Overview

<< Back || **Start Registration** ||

These applications may **only** be used to register a group of photographs.

If the Copyright Office determines that your works cannot be registered with these applications, your claim may be refused, or there may be delays in the examination of your claim that could require the payment of an additional fee and a later effective date of registration for your claim.

Eligibility Criteria

These applications may be used to register:

- A group of published photographs; or
- A group of unpublished photographs.

These applications **may not** be used to register any other type of work. If you do not want to register a group of photographs, please return to the “Home” screen to select the Standard Application or one of the “Other Registration Options” listed on that screen.

These applications **may not** be used to correct an error in an existing registration, or to amplify the information given in an existing registration. For this type of request, please return to the “Home” screen and select the option for “Correct or Amplify an Existing Registration”.

To Complete the Application for Registration you must:

- 1) [Provide all required information on the application form](#)
- 2) [Pay the required fee](#)
- 3) [Upload or mail-in a copy of your work](#)

If your works meet **all** of the eligibility criteria, click the “Start Registration” button.

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Selecting a “Type of Group” – Type of Group screen

- Next, click the “Type of Group” dropdown. If your photographs have not been published, select the option for “Unpublished Photographs” and carefully review the eligibility requirements. If your photographs meet all of these requirements, check the box confirming that you have read and understood these requirements.
- If any of the photographs do not meet these requirements, you should remove those photographs from the group before continuing the application process. In particular, if any of your photographs have been published, you may be able to use the option for “Published Photographs” to register those images. The Office has prepared a separate tutorial for registering published photographs, which is available on our website.
- If all of your photographs are unpublished, and if they satisfy all of the eligibility requirements for this registration option, click “Continue” at the top of the screen to proceed with the application.

Copyright
United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701
Application Format: Standard

Type of Case:

Type of Group

Continue >>

Please select a "Type of Group" from the dropdown list, then click "I agree" to confirm you meet all requirements for the selected group registration. Click "Continue" to begin the application.

If you do not meet the eligibility or other requirements for group registration, please return to the "Home" screen to select the Standard Application or one of the "Other Registration Options" listed on that screen.

*Type of Group: Unpublished Photographs

A group of unpublished photographs may be registered on one application with one filing fee only under limited circumstances.

ALL of the following are required:

1. All photographs
(a) are unpublished AND
(b) were created by the same author AND
(c) are owned by the same copyright claimant AND
2. The group contains 750 photographs or less AND
3. A sequentially numbered list of photographs containing the title and file name for each photograph included in the group must be uploaded along with other required application materials. The list must be submitted in an approved document format such as .XLS or .PDF. The file name for the numbered list must contain the title of the group and the Case Number assigned to the application. Guidance for the numbered list can be found on the Copyright.gov website at <http://www.copyright.gov/eco/help/group/gruph.html#reglist>.

☒

* I agree that I have read, understood, and I meet all eligibility requirements described above for filing the selected Group Registration.

Completing the Title List

- As mentioned earlier, you will be required to prepare and submit a list containing the title and file name for each photograph in the group. The Copyright Office has developed a [template](#) that you may use. Before you proceed with the application, we strongly encourage you to prepare this list.
- To access the template go to <https://www.copyright.gov/eco/help/group/gruph-title-list-template.xlsx>.
- Open the template and then save a copy to your desktop.
- At the top of the template, enter the case number that has been assigned to your application in the space marked “Insert Case Number Here.” You will find this number at the top of each screen in the online application.

REQUIRED: This is the Complete List of Photographs for [Insert Case Number Here]			IMPORTANT: The Copyright Office strongly encourages you to provide the title of each photograph in the application itself. To do so, simply copy the contents of this column (including the commas) and paste that information into the application in the “Photograph Titles” field that appears on the “Titles” screen.
Photograph Number ▾	REQUIRED: Title of Photograph ▾	REQUIRED: File Name of Photograph ▾	
1			,
2			,
3			,
4			,
5			,

- The Copyright Office template has two columns for you to complete: the title of photograph column and the file name of photograph column. These columns must be completed for each photograph you include in the group registration.
- The title and file name of each photograph may be the same.
- The file name listed in the third column of the template should match the file name for the corresponding photograph that you submit to the Copyright Office.
- When you add a title to the “Title of Photograph” column, that title will automatically be copied in the fourth column followed by a comma. This information will be used during the application process. To change the information in the fourth column, change the text in the corresponding entry in the “Title of Photograph” column.

REQUIRED: This is the Complete List of Photographs for 1-5604102701			IMPORTANT: The Copyright Office strongly encourages you to provide the title of each photograph in the application itself. To do so, simply copy the contents of this column (including the commas) and paste that information into the application in the "Photograph Titles" field that appears on the "Titles" screen.
Photograph Number ▾	REQUIRED: Title of Photograph ▾	REQUIRED: File Name of Photograph ▾	
1	IMG_xxx1.jpg	IMG_xxx1.jpg	IMG_xxx1.jpg,
2	IMG_xxx2.jpg	IMG_xxx2.jpg	IMG_xxx2.jpg,
3	IMG_xxx3.jpg	IMG_xxx3.jpg	IMG_xxx3.jpg,
4	IMG_xxx4.jpg	IMG_xxx4.jpg	IMG_xxx4.jpg,
5	IMG_xxx5.jpg	IMG_xxx5.jpg	IMG_xxx5.jpg,

- Save a copy of the list in XLS or PDF format. The file name for your list should include the case number assigned to this application and the name you plan to use to identify the entire group of photographs.
- For example, if you created these photographs for a particular client, you may want to include the client's name in the title of this group. When you save a copy of the list, include both the name of the group and the case number in the file name for your list, as shown in the examples on your screen.
 - [Onscreen graphic: List should be saved in XLS or PDF format]
 - [Onscreen graphic: The file name for the list should include the name of the group and the case number for this application, as follows:
 - » Photos taken for ABC Advertising Company Case Number 1-8765862353.xls
 - » Photos taken for Jones Smith Wedding Case Number 1-8765862301.pdf
 - Once you have saved a copy of your title list, return to the "Titles" screen in the electronic registration system.

Completing the application – Titles screen

- On the Titles screen, click “New” to provide a title for the entire group of photographs being registered.

The screenshot shows the Copyright Office website's 'Titles' screen. At the top, there's a header with the Copyright Office logo and navigation links. Below the header, there's a sidebar with a 'Links' column and a 'Completed' column. The 'Titles' link is highlighted. The main content area has a 'Required' section stating that clicking 'New' provides information for the entire group of photographs. It also has an 'Optional' section stating that providing individual photograph information is optional but recommended. A 'Note' states that if you decide to provide titles for individual photographs, you must provide title information for all photographs in the group. A 'New' button with a star icon is highlighted with a red box. Below this, there's a table titled 'All Titles' with columns for Title, Type, Number of Photos, Year of Completion, Edit, and Delete. The table currently shows 'No Records'.

- In the space provided, enter a descriptive title for the group. For example, if the author created the photographs at a particular place or event, you may want to include the name of that place or event in the title of the group. As mentioned earlier, the title for the entire group of photographs should be included in the file name for your title list.
- In the space provided, enter the year in which the photographs were created. If the photographs were created over a period of two or more years, provide the year of creation for the most recent photograph you wish to register.
- In the “Number of Photographs in Group” drop down list select a number between 1 and 750 to identify the total number of photographs that will be included in this group.

Copyright
United States Copyright Office

Case #: 1-5604102701
Application Format: Standard
Type of Case: Unpublished Photographs

Form Pay Submit Work

Title

Save **Cancel**

Enter a title for this entire group of photographs and the number of photographs included. "Year of Completion" refers to the most recently created photograph in the group.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

Click "Save" when you are finished adding the information.

*** Title of Group (1,995 Character Limit):** Photos Taken for ABC Advertising Company [Help](#)

*** Year of Completion [YYYY]:** 2018 [Help](#)

*** Number of Photos in Group (Maximum 750):** 150 [Help](#)

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to be added to the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

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- After providing the required information, click "Save."
- As previously mentioned, you must prepare and upload a list containing the title and file name for each photograph in the group.
- In addition, you are strongly encouraged to enter the title of each photograph in the application itself. If you do so, the titles will be included in your certificate of registration and in the online public record. Please note that if you do not enter the titles in the application, they will not appear on the certificate or the online public record for your registration.
- To enter titles in the application, click "New." A "Photograph Titles" space will appear.

Copyright
United States Copyright Office

Case #: 1-5604102701
Application Format: Standard
Type of Case: Unpublished Photographs
Date Opened: 4/27/2018 12:48:01 PM

Form Pay Submit Work

Links Completed

Type of Group	✓
Titles	
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Titles

Back **Continue** **Save For Later**

Required: The first time you click "New", you will provide information for the entire group of photographs

Optional: While giving individual photograph information within the group is optional, it is recommended. Click "New" again as many times as needed to provide the titles for individual photos within the group

Note: If you decide to provide titles for individual photographs, you must provide title information for all photographs in the group.

New *

All Titles

Title	Type	Number of Photos	Year of Completion	Edit	Delete
Photos Taken for ABC Advertising Company	Title of work being registered	150	2018	Edit	Delete

1 - 1 of 1

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Copyright

United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701

Type of Case: Unpublished Photographs

Application Format: Standard

Title

Save

Cancel

Enter file names for the individual photographs in this group, separating them by commas. Also indicate the number of photographs listed on this screen. Click "Save" when you are finished adding the information.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

To enter additional titles, click "New" when you return to the previous screen.

*Number of Photographs entered on this screen [Maximum 750]: [Help](#)

*Photograph Titles (1,995 Character Limit): [Help](#)

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- If you are using the Copyright Office's template, highlight the text in the far right column, which contains the photograph titles followed by commas. Copy the contents of this column and paste this information into the "Photograph Titles" field.

REQUIRED: This is the Complete List of Photographs for 1-5604102701			IMPORTANT: The Copyright Office strongly encourages you to provide the title of each photograph in the application itself. To do so, simply copy the contents of this column (including the commas) and paste that information into the application in the "Photograph Titles" field that appears on the "Titles" screen.
Photograph Number	REQUIRED: Title of Photograph	REQUIRED: File Name of Photograph	
1	IMG_xxx1.jpg	IMG_xxx1.jpg	IMG_xxx1.jpg,
2	IMG_xxx2.jpg	IMG_xxx2.jpg	IMG_xxx2.jpg,
3	IMG_xxx3.jpg	IMG_xxx3.jpg	IMG_xxx3.jpg,
4	IMG_xxx4.jpg	IMG_xxx4.jpg	IMG_xxx4.jpg,
5	IMG_xxx5.jpg	IMG_xxx5.jpg	IMG_xxx5.jpg,
6	IMG_xxx6.jpg	IMG_xxx6.jpg	IMG_xxx6.jpg,
7	IMG_xxx7.jpg	IMG_xxx7.jpg	IMG_xxx7.jpg,
8	IMG_xxx8.jpg	IMG_xxx8.jpg	IMG_xxx8.jpg,
9	IMG_xxx9.jpg	IMG_xxx9.jpg	IMG_xxx9.jpg,
10	IMG_xxx10.jpg	IMG_xxx10.jpg	IMG_xxx10.jpg,

150

Copyright

United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701

Type of Case: Unpublished Photographs

Application Format: Standard

Title

Save

Cancel

Enter file names for the individual photographs in this group, separating them by commas. Also indicate the number of photographs listed on this screen. Click "Save" when you are finished adding the information.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

To enter additional titles, click "New" when you return to the previous screen.

* Number of Photographs entered on this screen [Maximum 750]:

150

Help

* Photograph Title

(1,995 Character Limit)

IMG_xxx1.jpg

IMG_xxx2.jpg

IMG_xxx3.jpg

IMG_xxx4.jpg

IMG_xxx5.jpg

IMG_xxx6.jpg

IMG_xxx7.jpg

IMG_xxx8.jpg

IMG_xxx9.jpg

IMG_xxx10.jpg

IMG_xxx11.jpg

IMG_xxx12.jpg

IMG_xxx13.jpg

IMG_xxx14.jpg

IMG_xxx15.jpg

IMG_xxx16.jpg

IMG_xxx17.jpg

IMG_xxx18.jpg

IMG_xxx19.jpg

IMG_xxx20.jpg

IMG_xxx21.jpg

IMG_xxx22.jpg

IMG_xxx23.jpg

IMG_xxx24.jpg

IMG_xxx25.jpg

IMG_xxx26.jpg

IMG_xxx27.jpg

IMG_xxx28.jpg

IMG_xxx29.jpg

IMG_xxx30.jpg

IMG_xxx31.jpg

IMG_xxx32.jpg

IMG_xxx33.jpg

IMG_xxx34.jpg

IMG_xxx35.jpg

IMG_xxx36.jpg

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- If you are using a title list you prepared for yourself, instead of using the Copyright Office’s template, you may copy and paste the title information from your list. Be sure that each title is separated by a comma.
- Alternatively, you may enter the title for each photograph individually, separating them with commas.
- In the drop down list for “Number of Photographs entered on this screen,” select a number between 1 and 750 to identify the total number of titles that you entered on this screen.
- Click “Save.”
- Please note: you may provide up to 1,995 characters in the “Photograph Title” space. If you enter more than 1995 characters the system will generate a warning message noting that you exceeded this limit.

Copyright
United States Copyright Office

Case #: 1-5604102701 Type of Case: Unpublished Photographs Date Opened: [blank]

Application Format: Standard

Title

[Save] [Cancel]

Enter file names for the individual photographs in this group, separating them by commas. Also indicate the number of photographs listed on this screen. Click "Save" when you are finished adding the information.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

To enter additional titles, click "New" when you return to the previous screen.

The maximum number of characters allowed for this field is 1995. Your input has been deleted to fit the allowable limit. Modify your photograph title count to reflect the changes.

If you have titles that did not fit in this screen, you can add the remainder in a new Photograph Title screen by clicking "New" on the main Title screen.

OK

Photograph Titles
(1,995 Character Limit):

IMG_x112.jpg IMG_x113.jpg IMG_x114.jpg
 IMG_x115.jpg IMG_x116.jpg IMG_x117.jpg
 IMG_x118.jpg IMG_x119.jpg IMG_x120.jpg
 IMG_x121.jpg IMG_x122.jpg IMG_x123.jpg
 IMG_x124.jpg IMG_x125.jpg IMG_x126.jpg
 IMG_x127.jpg IMG_x128.jpg IMG_x129.jpg
 IMG_x130.jpg IMG_x131.jpg IMG_x132.jpg
 IMG_x133.jpg IMG_x134.jpg IMG_x135.jpg
 IMG_x136.jpg IMG_x137.jpg IMG_x138.jpg
 IMG_x139.jpg IMG_x140.jpg IMG_x141.jpg
 IMG_x142.jpg IMG_x143.jpg

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- If you see this warning message, delete some of the titles that you entered in the “Photograph Title” space. Then click “save.”

Copyright
United States Copyright Office

Case #: 1-5604102701 Type of Case: Unpublished Photographs

Application Format: Standard

Title

[Save] [Cancel]

Enter file names for the individual photographs in this group, separating them by commas. Also indicate the number of photographs listed on this screen. Click "Save" when you are finished adding the information.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

To enter additional titles, click "New" when you return to the previous screen.

*Number of Photographs entered on this screen (Maximum 750): 140 [Help](#)

Photograph Titles
(1,995 Character Limit):

IMG_x106.jpg IMG_x107.jpg IMG_x108.jpg
 IMG_x109.jpg IMG_x110.jpg IMG_x111.jpg
 IMG_x112.jpg IMG_x113.jpg IMG_x114.jpg
 IMG_x115.jpg IMG_x116.jpg IMG_x117.jpg
 IMG_x118.jpg IMG_x119.jpg IMG_x120.jpg
 IMG_x121.jpg IMG_x122.jpg IMG_x123.jpg
 IMG_x124.jpg IMG_x125.jpg IMG_x126.jpg
 IMG_x127.jpg IMG_x128.jpg IMG_x129.jpg
 IMG_x130.jpg IMG_x131.jpg IMG_x132.jpg
 IMG_x133.jpg IMG_x134.jpg IMG_x135.jpg
 IMG_x136.jpg IMG_x137.jpg IMG_x138.jpg
 IMG_x139.jpg IMG_x140.jpg

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- If your entry contains 1995 characters or less, your entry will be accepted and you will be automatically returned to the “Titles” screen.
- If you need to add titles for more photographs, click “New” and repeat the previous step.

Copyright

United States Copyright Office

Home

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Log Out

Form

Pay

Submit Work

Case #: 1-5604102701

Application Format: Standard

Type of Case: Unpublished Photographs

Date Opened: 4/27/2018 12:48:01 PM

Links

Completed

Type of Group

Titles

Author

Claimants

Rights & Permissions

Correspondent

Mail Certificate

Special Handling

Certification

Review Submission

Titles

<< Back

Continue >>

Save For Later

Required:

The first time you click "New", you will provide information for the entire group of photographs

Optional:

While giving individual photograph information within the group is optional, it is recommended.

Click "New" again as many times as needed to provide the titles for individual photos within the group

Note:

If you decide to provide titles for individual photographs, you must provide title information for all photographs in the group.

New ★

All Titles

1 - 2 of 2

Title

Type

Number of Photos

Year of Completion

Edit

Delete

Photos Taken for ABC Advertising Company

Title of work being registered

150

2018

IMG_xxx1.jpg, IMG_xxx2.jpg, IMG_xxx3.jpg, IMG_xxx4.jpg, IMG_xxx5.jpg, IMG_xxx6.jpg, IMG_xxx7.jpg, IM...

Contents Title

140

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

Take Our Survey!

Copyright

United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701

Application Format: Standard

Type of Case: Unpublished Photographs

Title

Save

Cancel

Enter file names for the individual photographs in this group, separating them by commas. Also indicate the number of photographs listed on this screen. Click "Save" when you are finished adding the information.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

To enter additional titles, click "New" when you return to the previous screen.

*Number of Photographs entered on this screen (Maximum 750):

10

Help

*Photograph Title:

(1,995 Character Limit):

IMG_x141.jpg, IMG_x142.jpg, IMG_x143.jpg, IMG_x144.jpg, IMG_x145.jpg, IMG_x146.jpg, IMG_x147.jpg, IMG_x148.jpg, IMG_x150.jpg

Help

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- Once you have entered titles for all of the photographs in the group, click “Continue.”

Copyright

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Form

Pay

Submit Work

Case #: 1-5604102701

Type of Case: Unpublished Photographs

Date Opened: 4/27/2018 12:48:01 PM

Application Format: Standard

Links

Completed

Type of Group

Titles

Author

Claimants

Rights & Permissions

Correspondent

Mail Certificate

Special Handling

Certification

Review Submission

Titles

[<< Back](#)
[Continue >>](#)
[Save For Later](#)

Required: The first time you click “New”, you will provide information for the entire group of photographs

Optional: While giving individual photograph information within the group is optional, it is [recommended](#). Click “New” again as many times as needed to provide the titles for individual photos within the group

Note: If you decide to provide titles for individual photographs, you must provide title information for all photographs in the group.

New ★

All Titles

1 - 3 of 3

Title	Type	Number of Photos	Year of Completion	Edit	Delete
Photos Taken for ABC Advertising Company	Title of work being registered	150	2018	Edit	Delete
IMG_xxx1.jpg, IMG_xxx2.jpg, IMG_xxx3.jpg, IMG_xxx4.jpg, IMG_xxx5.jpg, IMG_xxx6.jpg, IMG_xxx7.jpg, IM...	Contents Title	149		Edit	Delete
IMG_x141.jpg, IMG_x142.jpg, IMG_x143.jpg, IMG_x144.jpg, IMG_x145.jpg, IMG_x146.jpg, IMG_x147.jpg, IM...	Contents Title	10		Edit	Delete

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

Completing the application – Author screen

- Complete the spaces provided to identify the author of the photographs in the group. If you took all the photographs you may click “Add Me” to enter your information. If you are completing the application on behalf of the author, enter the author’s name in the spaces provided.
- If the photographs were created by or on behalf of a company or organization, that entity should be named as the author and you should answer “yes” to the question “Is this author’s contribution a work made for hire?”

Copyright
United States Copyright Office

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Form **Pay** **Submit Work**

Links	Completed
Type of Group	✓
Titles	✓
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Author

<< Back || **Continue >>** || Add Me || Save For Later ||

Author's Name Give either an individual name OR an organization name, but not both. The author is the person who created the photographs unless the contribution was "Made for hire", in which case the **employer** is the author. Either citizenship or domicile of the author is also required. Joint authorship is excluded from this registration option.

Individual: **Organization:**

* First Name: Tom OR Organization Name:

Middle Name:

* Last Name: Jefferson

Is this author's contribution a **work made for hire**? No

* Citizenship: United States

OR

* Domicile: -Select-

Anonymous: ☐

Pseudonymous: ☐

Pseudonym:

Year of Birth [YYYY]:

Year of Death [YYYY]:

Privacy Act Notice: Sections 405-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

- After entering the required information, click “Continue.”

Completing the application – Claimants screens

- The “claimant” is the author of the photographs, or the person or organization that owns the copyright in all of the photographs in the group.

Copyright
United States Copyright Office

Case #: 1-5604102701
Application Format: Standard
Type of Case: Unpublished Photographs

Form **Pay** **Submit Work**

Links	Completed
Type of Group	✓
Titles	✓
Author	✓
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Claimants

<< Back ||| Continue >> ||| Save For Later |||

Please identify the copyright claimant(s) in these photographs. The author is the original copyright claimant. The claimant may also be a person or organization to whom copyright has been [transferred](#). In this case a [transfer statement](#) must be provided.

To be named as a claimant by means of a transfer, a person or organization must own all rights under the [U.S. Copyright law](#). In addition, a claimant must own the copyright in [all of the authorship](#) covered by this registration.

Click “New” to add a claimant, or, if you are a claimant and your name appears in the User Profile for this account, click “Add Me” to add your name and address into the claimants list.

After you enter the claimant information, click “Save”. Repeat this process for each additional claimant.

New ★ OR **Add Me**

To [edit](#) or [delete](#) a claimant, click the appropriate link in the list below. When the list is complete and correct, click “Next”.

Claimants

Name	Organization Name	Transfer Statement	Address

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

- If you are the claimant, click “Add Me” to give your name and address. If you are completing the application on behalf of the claimant, click “New” to enter the information.

- If the claimant is not the author of the photographs, you must provide a transfer statement to explain how the claimant obtained ownership of the copyright in these photographs. Click “Save” to return to the previous screen.

Copyright
United States Copyright Office

Form **Pay** **Submit Work**

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Claimants

Save **Cancel**

Claimant's Name Give either an individual name OR an organization name, but not both.

Individual Claimant: **OR** **Organization:**

* First Name: Tom
Middle Name:
* Last Name: Jefferson
* Address 1: 101 Independence Avenue S.E.
Address 2:
* City: Washington

* Organization Name:
State: DC
Postal Code: 20559
Country: -Select-

If any claimant is not an author, you must include a [transfer statement](#) showing how the claimant obtained the copyright.

Transfer Statement: -Select-
Transfer Statement Other:

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.
[Take Our Survey!](#)

- When all claimants have been identified, click “Continue.”

Copyright
United States Copyright Office

Form **Pay** **Submit Work**

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Claimants

Links **Completed**

Type of Group	✓
Titles	✓
Author	✓
✗ Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

<< Back **Continue >>** **Save For Later**

Please identify the copyright claimant(s) in these photographs. The author is the original copyright claimant. The claimant may also be a person or organization to whom copyright has been [transferred](#). In this case a [transfer statement](#) must be provided.

To be named as a claimant by means of a transfer, a person or organization must own all rights under the [U.S. Copyright law](#). In addition, a claimant must own the copyright in [all of the authorship](#) covered by this registration.

Click "New" to add a claimant, or, if you are a claimant and your name appears in the User Profile for this account, click "Add Me" to add your name and address into the claimants list.

After you enter the claimant information, click "Save". Repeat this process for each additional claimant.

New * **Add Me**

To [edit](#) or [delete](#) a claimant, click the appropriate link in the list below. When the list is complete and correct, click "Next".

Claimants

Name	Organization Name	Transfer Statement	Address
Tom Jefferson			101 Independence Avenue S.E., Washington, DC, 20559

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.
[Take Our Survey!](#)

Completing the application – Rights and Permissions, Correspondent, Mail Certificate, Special Handling screens

- On the Rights and Permissions screen, you may identify the person who should be contacted regarding copyright management information or permission to use the photographs in this group. Any information you enter here will appear in the Office's online catalog and may be viewed by visitors to the Office's website. Do not complete the Rights and Permissions screen unless you want this contact information to be included in the Office's online record.

Copyright
United States Copyright Office

Form **Pay** **Submit Work**

Case #: 1-5604102701
Application Format: Standard

Type of Case: Unpublished Photographs

Links	Completed
Type of Group	✓
Titles	✓
Author	✓
Claimants	✓
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Rights & Permissions Information (Optional)

<< Back || **Continue >>** || Add Me || Save For Later ||

You may provide contact information for a person and/or organization to be contacted regarding copyright management information or permission to use this work.

Important: If you prefer not to provide personally identifying information, you may list a third party agent or a post office box.

Individual:
First Name: Tom
Middle Name:
Last Name: Jefferson
Email: t.jeff@loc.gov
Phone: (555) 111-2222
Alternate Phone: (555) 222-3333

Organization:
Organization Name: Jefferson Images
Address 1: 101 Independence Avenue S.E.
Address 2:
City: Washington
State: DC
Postal Code: 20559
Country: -Select-

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of it required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.
[Take Our Survey!](#)

- On the Correspondent screen, give information for the individual the Copyright Office should contact to answer questions that may arise during the examination of your claim.

Copyright
United States Copyright Office

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Form **Pay** **Submit Work**

Links	Completed
Type of Group	✓
Titles	✓
Author	✓
Claimants	✓
Rights & Permissions	✓
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Correspondent

<< Back **Continue >>** Add Me Save For Later

This is the person the Copyright Office will contact if it has questions about this application.
Completion of the name, email address and correspondence address is mandatory.

Individual:

* First Name: Tom
Middle Name:
* Last Name: Jefferson
* Email: t.jeff@loc.gov
Phone: (555) 111-2222
Alternate Phone: (555) 222-3333
Fax:

Organization:

Organization Name: Jefferson Images
* Address 1: 101 Independence Avenue S.E.
Address 2:
* City: Washington
State: DC
Postal Code: 20559
Country: -Select-

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.
[Take Our Survey!](#)

- On the Mail Certificate screen, enter the address where the registration certificate should be mailed.

Copyright
United States Copyright Office

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Form **Pay** **Submit Work**

Links	Completed
Type of Group	✓
Titles	✓
Author	✓
Claimants	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Mail Certificate

<< Back **Continue >>** Add Me Save For Later

This is the address to which the registration certificate should be mailed.
Completion of Individual and/or Organization Information, Address is mandatory.

Individual:

* First Name: Tom
Middle Name:
* Last Name: Jefferson
* Address 1: 101 Independence Avenue S.E.
Address 2:
* City: Washington

Organization:

* Organization Name: Jefferson Images
* State: DC
Postal Code: 20559
Country: -Select-

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.
[Take Our Survey!](#)

- Special Handling is an expedited service that requires a significant surcharge fee. It is granted only if a registration is needed on an expedited basis for pending or prospective litigation, customs matters, or contract or publishing deadlines. Do not complete this screen unless you qualify for and intend to pay for expedited service.

Copyright
United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701
Application Format: Standard

Type of Case: Unpublished Photographs

Links

Completed

Type of Group

✓

Titles

✓

Author

✓

Claimants

✓

Rights & Permissions

✓

Correspondent

✓

Mail Certificate

✓

Special Handling

Certification

Review Submission

Special Handling (Optional)

<< Back

Continue >>

Save For Later

Special handling

 is expedited service that is available only to filers who satisfy one or more of the compelling reasons below. Special handling also carries a significant [surcharge fee](#). If you do not qualify for special handling service, please click the Continue button without completing this screen.

Note: The significant special handling surcharge fee is non-refundable. Please click [here](#) to review the current fee.

Special Handling

 (The information requested below is required for Special Handling claims)

Compelling Reason(s)

 (At least one must be selected)

☐ Pending or prospective litigation

☐ Customs matters

☐ Contract or publishing deadlines that necessitate the expedited issuance of a certificate

☐ I certify

 that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work.

Explanation for Special Handling:

This is the place to give any comments/instructions regarding special handling specific to this claim.

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Take Our Survey!

Completing the application – Certification screen

- The application must be certified by the author, copyright claimant, or owner of exclusive rights, or by an authorized agent of one of these parties. Check the box to confirm that you are authorized to certify the application, and enter your name as the “certifying individual.”

Copyright
United States Copyright Office

Form

Pay

Submit Work

Case #: 1-5604102701
Application Format: Standard

Type of Case: Unpublished Photographs

Links	Completed
Type of Group	✓
Titles	✓
Author	✓
Claimants	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	✓
Special Handling	✓
Certification	<input checked="" type="checkbox"/>
Review Submission	

<< Back

Continue >>

Save For Later

The Application must be certified by the author, copyright claimant, or owner of exclusive right(s), or by the authorized agent of any of the preceding.

17 USC 506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided by section 409, or in any written statement filed with the application, shall be fined not more than \$2500.

☒ *** I certify that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work and that the information given in this application is correct to the best of my knowledge.**

*** Name of certifying individual:** Tom Jefferson

*** File Name for Required Numbered List of Photographs (200 Character Limit):** pamy Case Number 1-5604102701 CRIP

Applicant's Internal Tracking Number (Optional):

Note to Copyright Office (Optional):
This is the place to give any comments specific to this claim, the application, or the deposit copy, if necessary.

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[Take Our Survey!](#)

- As previously mentioned, you must prepare and upload a list containing the title of each photograph in the group. In the space provided, enter the file name for this list. As a reminder, the file name for the list must include the title of the group and the Case Number that has been assigned to your claim. The title of the group refers to the “title of work being registered” that you entered on the titles screen. You will find the case number on the top of each screen in the application.

Copyright
United States Copyright Office

Form Pay **Submit Work**

Case #: 1-5604102701 Type of Case: Unpublished Photographs
Application Format: Standard

Links Completed

Type of Group	✓
Titles	✓
Author	✓
Claimants	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	✓
Special Handling	✓
Certification	
Review Submission	

Titles

<< Back || Continue >> || Save For Later ||

Required: The first time you click "New", you will provide information for the entire group of photographs

Optional: While giving individual photograph information within the group is optional, it is recommended. Click "New" again as many times as needed to provide the titles for individual photos within the group

Note: If you decide to provide titles for individual photographs, you must provide title information for all photographs in the group.

New ★

All Titles

Title	Type	Number of Ph
Photos Taken for ABC Advertising Company	Title of work being registered	150
IMG_xxx1.jpg, IMG_xxx2.jpg, IMG_xxx3.jpg, IMG_xxx4.jpg, IMG_xxx5.jpg, IMG_xxx6.jpg, IMG_xxx7.jpg, IM...	Contents Title	140
IMG_x141.jpg, IMG_x142.jpg, IMG_x143.jpg, IMG_x144.jpg, IMG_x145.jpg, IMG_x146.jpg, IMG_x147.jpg, IM...	Contents Title	10

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[Take Our Survey!](#)

- Click “Continue” to review the information provided in the application.

Submitting the application – Review Submission screen to My Cart screen

- Carefully review the information you entered before proceeding further. Use the links in the navigation bar to go back and make corrections if needed.

Copyright United States Copyright Office Home | My Profile | Help | Contact Us | Log Out

Form **Pay** **Submit Work**

Review Submission [<< Back](#) [Save For Later](#) [Add to Cart](#)

Please review the entire submission on this screen. If you need to revise any information, return to the appropriate data entry screen to make the revision. When the entire submission is correct, click the "Add to Cart" button at the top of the screen. **Warning: Once you submit your application, you cannot make changes to it. Therefore, please review the information on this screen carefully before proceeding.**

Case Summary

Case Number: 1-5604102701 Application Format: Standard Case Type: Unpublished Photographs
Contact Name: Tom Jefferson Opened: 4/27/2018

All Titles 1 - 3 of 3

Title	Type	Number of Photos	Year of Completion
Photos Taken for ABC Advertising Company	Title of work being registered	150	2018
IMG_xxx1.jpg, IMG_xxx2.jpg, IMG_xxx3.jpg, IMG_xxx4.jpg, IMG_xxx5.jpg, IMG_xxx6.jpg, IMG_xxx7.jpg, IM...	Contents Title	140	
IMG_x141.jpg, IMG_x142.jpg, IMG_x143.jpg, IMG_x144.jpg, IMG_x145.jpg, IMG_x146.jpg, IMG_x147.jpg, IM...	Contents Title	10	

Author 1 - 1 of 1

Name	Organization	Work For Hire	Citizenship	Domicile	Year of Birth	Year of Death	Anonymous	Pseudonymous	Pseudonym	Photographs
Tom Jefferson		No	United States				N	N		✓

Claimants 1 - 1 of 1

Name	Organization Name	Transfer Statement	Transfer Stmt Other	Address
Tom Jefferson				101 Independence Avenue S.E., Washington, DC, 20559

Rights & Permissions

First Name: Tom	Organization Name: Jefferson Images
Middle Name: Jefferson	Address 1: 101 Independence Avenue S.E.
Last Name: Jefferson	Address 2:
Email: t.jefferson@loc.gov	City: Washington
Phone: (555) 111-2222	State: DC
Alternate Phone: (555) 222-3333	Postal Code: 20559
	Country:

- Click "Add to Cart" to pay the fee and submit your application.

Copyright United States Copyright Office Home | My Profile | Help | Contact Us | Log Out

Form **Pay** **Submit Work**

Review Submission [<< Back](#) [Save For Later](#) [Add to Cart](#)

Please review the entire submission on this screen. If you need to revise any information, return to the appropriate data entry screen to make the revision. When the entire submission is correct, click the "Add to Cart" button at the top of the screen. **Warning: Once you submit your application, you cannot make changes to it. Therefore, please review the information on this screen carefully before proceeding.**

Case Summary

Case Number: 1-5604102701 Application Format: Standard Case Type: Unpublished Photographs
Contact Name: Tom Jefferson Opened: 4/27/2018

All Titles 1 - 3 of 3

Title	Type	Number of Photos	Year of Completion
Photos Taken for ABC Advertising Company	Title of work being registered	150	2018
IMG_xxx1.jpg, IMG_xxx2.jpg, IMG_xxx3.jpg, IMG_xxx4.jpg, IMG_xxx5.jpg, IMG_xxx6.jpg, IMG_xxx7.jpg, IM...	Contents Title	140	
IMG_x141.jpg, IMG_x142.jpg, IMG_x143.jpg, IMG_x144.jpg, IMG_x145.jpg, IMG_x146.jpg, IMG_x147.jpg, IM...	Contents Title	10	

Author 1 - 1 of 1

Name	Organization	Work For Hire	Citizenship	Domicile	Year of Birth	Year of Death	Anonymous	Pseudonymous	Pseudonym	Photographs
Tom Jefferson		No	United States				N	N		✓

Claimants 1 - 1 of 1

Name	Organization Name	Transfer Statement	Transfer Stmt Other	Address
Tom Jefferson				101 Independence Avenue S.E., Washington, DC, 20559

Rights & Permissions

First Name: Tom	Organization Name: Jefferson Images
Middle Name: Jefferson	Address 1: 101 Independence Avenue S.E.
Last Name: Jefferson	Address 2:
Email: t.jefferson@loc.gov	City: Washington
Phone: (555) 111-2222	State: DC
Alternate Phone: (555) 222-3333	Postal Code: 20559
	Country:

Submitting the deposit copy - Submit Your Works screen

- After payment is confirmed, you will receive an email confirming the receipt of your application and payment. To complete the submission process, you must upload an electronic copy of each photograph in this group. You also must upload the list containing the title and file name for each photograph in the group. Click “Continue” to proceed. The photographs must be submitted in one of the following formats: JPEG, GIF, or TIFF. The numbered list must be submitted in an XLS or PDF format.

Copyright
United States Copyright Office

Home | | My Profile | Help | Contact Us | Log Out

Form | Pay | **Submit Work**

1-2L75J30

Payment successful.
Click the "Continue" button to complete your registration.

Continue >>

Customer Information
Tom Jefferson
101 Independence Avenue S.E.

Washington, DC 20559

Submissions

Cases					
	Case #	Title	Type of Work	Total Fee Paid	Require Submission
	1-5604102701	Photos Taken for ABC Advertising Company	Unpublished Photographs	\$5.00	Y
Total Amount Due:				\$55.00	

Payment Info
Amount Paid: \$ 55.00
Account: 1-25U6MTG
Paid By: TOM JEFFERSON
Pay Date: 5/7/2018
Payment Type: DA
Confirmation #: 1-2L75J30

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[Take Our Survey](#)

- To upload files:
 - Click the green “Select a File for Upload” button.

Submit Your Work(s)
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.
Step 1: Click the “Select files to upload” button. Using your computer’s browser, select your files for the corresponding work then click the “Start upload” button.
Step 2: After uploading all files for this work, click the corresponding “Complete Your Submission” button. Files cannot be uploaded later than 5 days after your first file is received.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-5604102701 Title: Photos Taken for ABC Advertising Company Volume: Number: Issue Date: Type of Work: Unpublished Photographs	<div> <div>Select files to upload...</div> <div>Start upload</div> <div>View Uploaded File Names</div> </div>	<div>No files uploaded</div>

(2) Send Your Work(s) by Mail:

- Click the “Create Shipping Slip” button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies **with corresponding shipping slips attached**.

Click “Home” after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

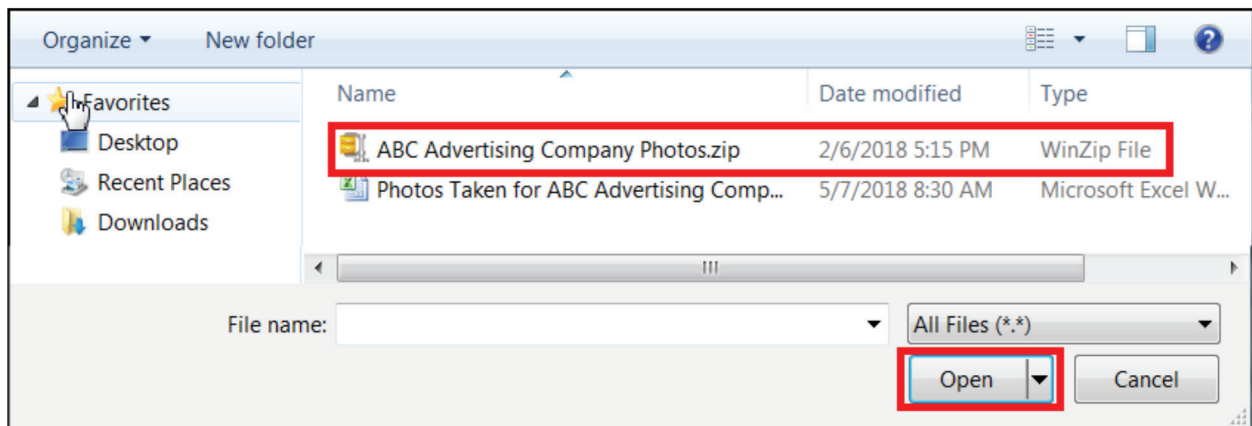
[Create Shipping Slip](#)

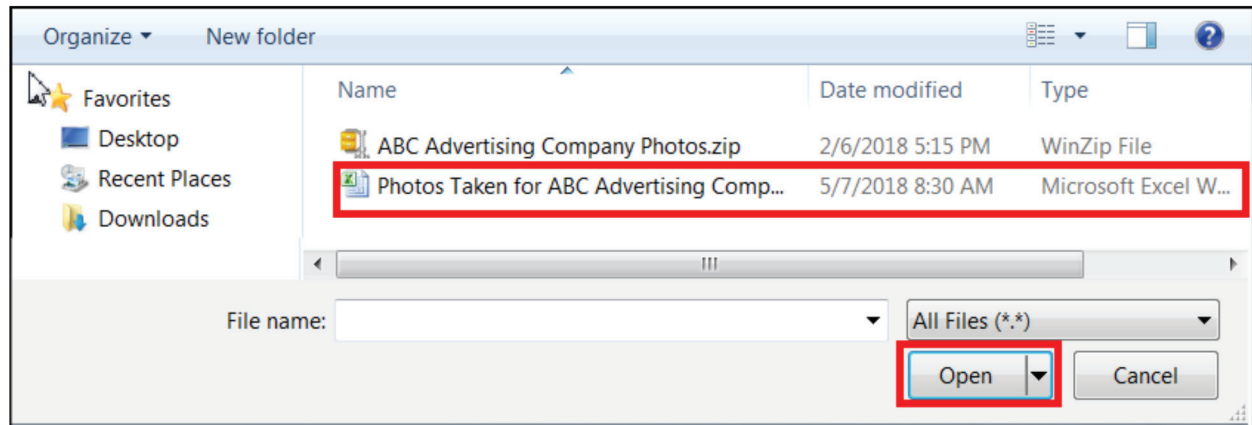
Attachment Name	File Type	Size	Date and Time	Comments
No Records				

ed States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. 402(d)(2). If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

- A new window will open, allowing you to select one or more files from your computer. Select files to be uploaded and click “Open.” To facilitate the examination of your claim, we strongly encourage you to create and upload a single compressed file containing all of the photographs being registered. If you upload each photograph as a separate file, there may be significant delays in the examination of your claim.





- The files you selected will be displayed with the corresponding application.
- Click the blue “Start Upload” button to upload your files.

Submit Your Work(s)

To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.

Step 1: Click the “Select files to upload” button. Using your computer’s browser, select your files for the corresponding work then click the “Start upload” button.

Step 2: After uploading all files for this work, click the corresponding “Complete Your Submission” button. Files cannot be uploaded later than 5 days after your first file is received.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

1 - 1 of 1



Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
<p>Case #: 1-5604102701</p> <p>Title: Photos Taken for ABC Advertising Company</p> <p>Volume:</p> <p>Number:</p> <p>Issue Date:</p> <p>Type of Work: Unpublished Photographs</p>	<p>+Select files to upload...</p> <p>Start upload</p> <p>View Uploaded File Names</p> <p>ABC Advertising Company Photos.zip</p> <p>Before uploading, click here to verify that this compressed file contains only acceptable file types. Otherwise, click the “Remove” button and select another file.</p> <p>Photos Taken for ABC Advertising Company Case Number 1-5604102701.xlsx</p> <p>192.68 KB Remove</p> <p>25.89 KB Remove</p>	<p>No files uploaded</p>

- Click the “Complete Your Submission” button to confirm that all files for this application have been uploaded.

Upload Your Work(s)								
Case Details Case #: 1-5604102701 Title: Photos Taken for ABC Advertising Company Volume: Number: Issue Date: Type of Work: Unpublished Photographs	Step 1: Select & Upload Files <div> + Select files to upload Start upload View Uploaded File Names </div> <table border="1"> <tr> <td>Successfully uploaded</td> <td>abc_advertising_company_photos.zip</td> <td>192.68 KB</td> </tr> <tr> <td>Successfully uploaded</td> <td>photos_taken_for_abc_advertising_company_case_number_1-5604102701.xlsx</td> <td>25.89 KB</td> </tr> </table>	Successfully uploaded	abc_advertising_company_photos.zip	192.68 KB	Successfully uploaded	photos_taken_for_abc_advertising_company_case_number_1-5604102701.xlsx	25.89 KB	Step 2: Complete Your Submission <div>Click here to complete your submission after uploading all files</div>
Successfully uploaded	abc_advertising_company_photos.zip	192.68 KB						
Successfully uploaded	photos_taken_for_abc_advertising_company_case_number_1-5604102701.xlsx	25.89 KB						

- You will receive an email from the Copyright Office confirming receipt of your files.
- Alternatively, you may save your photographs onto a disc, a flash drive, or other storage device, and then mail that device to the Copyright Office. Please note that there will be a significant delay in the examination of your claim if you submit a physical copy of your photographs instead of uploading them to the electronic registration system.
- To send a physical copy of your photographs:
 - Click “Create Shipping Slip” on the bottom of the screen.
 - After an attachment link is added, click it to open and print the shipping slip.

Submit Your Work(s)																			
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Library of Congress 101 Independence Avenue SE Washington, DC 20559-6000			
U.S. Copyright Office Receipt			
Deposit Copy Shipping Slip for Deposit Copies Sent to Accompany an Electronically Submitted Application			
Case / SR#:	1-5604102701		
Case Date:	5/7/2018		
Title:	Photos Taken for ABC Advertising Company		
Vol/Num/Issue:			
Month/Year:			
Applicant's Internal Tracking:			
Materials Submitted:			
Quantity		Format	
Instructions for Sending Deposit Copies			
I. Attach this shipping slip securely to the deposit copy or copies for this work.			
II. Mail the deposit copy or copies within 30 days of the case date listed above.			
Please Mail To:			
Library of Congress Copyright Office - VA 101 Independence Avenue, SE Washington, DC 20559 - 6211			
Standard			

- Attach the shipping slip to the physical device that contains a copy of each photograph in the group before mailing it to the address printed on the bottom of the shipping slip.
- This completes all steps for submitting your application for a Group of Unpublished Photographs.