

Group Registration of Newspaper Issues Tutorial

About Newspaper Issues– eCO Login screen

- This application may be used to register a full month of newspaper issues.
- A “newspaper” is defined as a periodical that is mainly designed to be a primary source of written information on current events, either local, national, or international in scope. A newspaper contains a broad range of news on all subjects and activities, and is not limited to any specific subject matter. Newspapers are intended for either the general public or a particular ethnic, cultural, or national group.
- There are strict eligibility requirements that must be met in order to use this option. 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 upload one complete copy of the final edition of each issue published in the calendar month designated in the application.

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

- To submit an application for Newspaper Issues, first log in to your eCO account. Click “Register Certain Groups of Published Works” 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 Certain Groups of Published Works
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
1-5508298779	Open	3/29/2018	EDR			Work of the Performing Arts	Standard		\$5.00	Complete	
1-5508298741	Open	3/29/2018	EDR			Motion Picture/AV Work	Standard		\$5.00	Complete	
1-5485928901	Open	3/27/2018	Lost River Gazette		01/2018	Daily Newspapers	Standard		80.00	Not Complete	
1-5479609944	Open	3/20/2018	Lost River Gazette		02/2018	Daily Newspapers	Standard		80.00	Not Complete	
1-5479609892	Open	3/20/2018	Lost River Gazette		01/2018	Daily Newspapers	Standard		80.00	Not Complete	
1-5479609795	Open	3/19/2018	Group Serial Shipping Slip	Vol = 1; Num = 101; Issue Dt = January 2018 Vol = 1; Num = 102; Issue Dt = February 2018		Serial Issues	Standard		50.00	Not Complete	
1-5479609758	Open	3/19/2018	Single Serial Shipping Slip			Single Serial Issue	Standard		55.00	Not Complete	
1-5470102771	Open	3/19/2018	Published Photographs - Individual Content Title R...			Published Photographs	Standard		55.00	Complete	
1-5470102712	Open	3/16/2018	Lost River Gazette		01/2018	Daily Newspapers	Standard		80.00	Not Complete	
1-5418871712	Open	2/28/2018	Lost River Gazette		12/2017	Daily Newspapers	Standard		80.00	Complete	

- Review the information on the Registration Process Overview screen, then click “Start Registration” to proceed.

Copyright
United States Copyright Office

Certain Group of Published Works - Registration Process Overview

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

These applications may **only** be used to register the types of work listed below.

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.

Group Registration Options

These applications may **only** be used to register the following types of works:

- A group of issues from the same serial publication
- A group of issues from the same newspaper
- A group of issues from the same newsletter
- A group of contributions published in periodicals

These applications **may not** be used to register any other type of work. If you want to register a work that is not listed above, 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 are eligible for one of the group registration options listed above, click the "Start Registration" button.

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!

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

- Next, click the “Type of Group” dropdown and select “Daily Newspapers.” A description of this type of group will be provided.
- Please be sure to carefully review the eligibility requirements for registering a group of newspapers. Check the box confirming that you have read, understood, and meet all eligibility requirements for filing an application for a group of newspapers. If you do not meet these requirements, return to the Home page to select a different application.
- To proceed with the application, click “Continue” at the top of the screen.

Copyright
United States Copyright Office

FormPaySubmit Work

Case #: 1-5514639741
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, click “Home” at upper right and then “Register a New Claim” on the Welcome page.

* Type of Group: Daily Newspapers

Beginning March 1, 2018, this application may be used to register a group of newspaper issues.

A “newspaper” is defined as a periodical that is mainly designed to be a primary source of written information on current events, either local, national, or international in scope. A newspaper contains a broad range of news on all subjects and activities, and is not limited to any specific subject matter. Newspapers are intended for either the general public or a particular ethnic, cultural, or national group.

Select “**Daily Newspapers**” if the following requirements have been met:

- 1) Each issue must be a newspaper, as defined above.
- 2) Each issue must be an all-new collective work that has not been published before (except in cases where earlier editions of a particular issue are submitted together with the final edition).
- 3) Each issue must be fixed and distributed as a discrete, self-contained collective work, and the claim in each issue must be limited to the collective work.
- 4) Each issue must be a work made for hire.
- 5) The author and claimant for each issue must be the same person or organization.
- 6) All the issues must be published under the same continuing title.
- 7) All the issues must be published within the same calendar month and bear issue dates within that month.
- 8) The applicant must identify the earliest and latest date that the issues were published, and the claim must be received within three months after the date of publication for the earliest issue in the group.

The applicant must submit one complete copy of the final edition of each issue published in the month designated in the application. The issues must be submitted in a digital form, each issue must be contained in a separate electronic file, and the applicant must use the file-naming convention specified on the Copyright Office’s website.

If your works do not satisfy these requirements or if you are unsure if they are eligible for this option, please return to the “Home” screen and select a different option.

For additional information about registering a group of newspaper issues, [click here](#).

☒

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

Completing the application – Title screen

- On the Title screen, enter the title as it appears on the newspaper as well as the city and state where it is published.
- Enter the month and year in which the issues were published.
- If a specific edition statement appears on each issue, such as “Late Edition” or “Final Edition,” you may enter that information in the space provided; otherwise leave this space blank.
- As discussed below, you must include the International Standard Serial Number – or ISSN – in the file name of your deposit. You may also provide the ISSN in your application if you want to include the ISSN on your certificate and in the online public record.

Copyright
United States Copyright Office

Case #: 1-5514639741
Application Format: Standard
Type of Case: Daily Newspapers

Form Pay Submit Work

Links	Completed
Type of Group	✓
Title	
Publication	
Author/Claimant	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Title

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

Enter the [title](#) and other identifying information, exactly as it appears on the newspaper.

When you have finished adding all of the information, click "Save".

* Title of Newspaper: Your Newspaper

* City/State: Washington/DC [Help](#)

* Month/Year: 01/2018
(MM/YYYY)

Edition:

ISSN: 1234-5678

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 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!](#)

- Click “Continue” to proceed.

Completing the application – Publication screen

- On the Publication screen, enter the date of publication for the earliest and most recent newspaper issues in this group.
- Select the nation in which the issues were first published from the drop down list.
- You must submit a complete copy of each issue that was published during the month specified in your application. In the “Number of Issues in this Group” drop down list, select a number between 1 and 31 to identify the total number of issues that will be included in your submission.

Copyright
United States Copyright Office

Case #: 1-5514639741
Application Format: Standard
Type of Case: Daily Newspapers

Form Pay Submit Work

Links	Completed
Type of Group	✓
Title	✓
Publication	
Author/Claimant	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Publication

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

Publication results from the distribution of copies of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending. A work is also "published" if there has been an offering to distribute copies to a group of persons for purposes of further distribution, public performance, or public display. A public performance or display does not, by itself, constitute "publication".

For information on the publication of works online, click [here](#). The group must include all issue dates within one calendar month.

* Publication Date of First Issue in this Group [mm/dd/yyyy]: 1/01/2018

* Publication Date of Last Issue in this Group [mm/dd/yyyy]: 1/31/2018

* Nation of Publication: United States

* Number of Issues in this Group: 31

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- Click “Continue” to save this information and proceed.

Completing the application – Author/Claimant screen

- On the Author/Claimant screen, you will give information about the author and owner of the issues in this group. The author and claimant for each issue must be the same person or organization, and each issue in the group must be a work made for hire.
- If you are completing the application on behalf of the author and claimant, enter the name and address of that person or organization in the spaces provided. If you are the author and claimant for all of the issues, you may click “Add Me” to enter your information.
- To use the group registration option, the newspaper must be a collective work, and the claim in each issue must be limited to the collective work.
- When you submit this form, the term “collective work authorship” will be added automatically to your application. For additional information consult the [help text](#) that accompanies the online application.

Copyright
United States Copyright Office

Case #: 1-5514639741
Application Format: Standard
Type of Case: Daily Newspapers

Form Pay Submit Work

Links	Completed
Type of Group	✓
Title	✓
Publication	✓
Author/Claimant	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Author/Claimant

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

Author/Claimant's Name Name the employer in this work made for hire. Give either an individual employer's name OR an organization name, but not both.

Organization: OR **Individual Employer:**

* Organization Name: Jefferson News Corporation

* First Name:

* Middle Name:

* Last Name:

* 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 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 entering all the required information, click “Continue” to proceed.

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 these issues. 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 #: 1-5514639741
Application Format: Standard

Type of Case: Daily Newspapers

Links	Completed
Type of Group	✓
Title	✓
Publication	✓
Author/Claimant	✓
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

<< 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: sosw@loc.gov
Phone: (555) 111-2222
Alternate Phone: (555) 222-3333

Organization:
Organization Name: Jefferson News Corporation
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 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

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

Case #: 1-5514639741
Application Format: Standard
Type of Case: Daily Newspapers

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

Organization:
Organization Name: Jefferson News Corporation

* Email: t.jeff@loc.gov
Phone: (555) 111-2222
Alternate Phone: (555) 222-3333
Fax:

* 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 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

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

Case #: 1-5514639741
Application Format: Standard
Type of Case: Daily Newspapers

Mail Certificate

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

This is the name and 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

Organization:
* Organization Name: Jefferson News Corporation

* 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 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 #: 1-5514639741

Type of Case: Daily Newspapers

Application Format: Standard

Links	Completed
Type of Group	✓
Title	✓
Publication	✓
Author/Claimant	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	✓
Special Handling	
Certification	
Review Submission	

<< 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/claimant, or by an authorized agent of the author/claimant. Check the box to confirm that you are authorized to certify the application, and enter your name as the “certifying individual.”

Form

Pay

Submit Work

Case #: 1-5514639741

Type of Case: Daily Newspapers

Application Format: Standard

Links	Completed
Type of Group	✓
Title	✓
Publication	✓
Author/Claimant	✓
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

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.

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 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!](#)

- 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

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

Review Submission

[<< Back](#) [Save For Later](#) [Save Template](#) [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: 1-5514639741 Application Format: Standard Case Type: Daily Newspapers
Contact Name: Tom Jefferson Opened: 4/2/2018

All Titles 1 - 1 of 1

Title of Newspaper	Type	City/State	Month/Yr	Edition	ISSN
Your Newspaper	Title of work being registered	Washington/DC	01/2018		1234-5678

Publication 1 - 1 of 1

Publication Date of First Issue	Publication Date of Last Issue	Nation of First Publication	Number of Issues in this Group
1/1/2018	1/31/2018	United States	31

Author/Claimant & Contributions 1 - 1 of 1

Name	Organization Name	Address	Collective Work	Work For Hire
	Jefferson News Corporation	101 Independence Avenue S.E., Washington, DC, 20559	<input checked="" type="checkbox"/>	Yes

Rights & Permissions

First Name: Tom Middle Name: Organization Name: Jefferson News Corporation Address 1: 101 Independence Avenue S.E.

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

Copyright United States Copyright Office

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

Review Submission

[<< Back](#) [Save For Later](#) [Save Template](#) [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: 1-5514639741 Application Format: Standard Case Type: Daily Newspapers
Contact Name: Tom Jefferson Opened: 4/2/2018

All Titles 1 - 1 of 1

Title of Newspaper	Type	City/State	Month/Yr	Edition	ISSN
Your Newspaper	Title of work being registered	Washington/DC	01/2018		1234-5678

Publication 1 - 1 of 1

Publication Date of First Issue	Publication Date of Last Issue	Nation of First Publication	Number of Issues in this Group
1/1/2018	1/31/2018	United States	31

Author/Claimant & Contributions 1 - 1 of 1

Name	Organization Name	Address	Collective Work	Work For Hire
	Jefferson News Corporation	101 Independence Avenue S.E., Washington, DC, 20559	<input checked="" type="checkbox"/>	Yes

Rights & Permissions

First Name: Tom Middle Name: Organization Name: Jefferson News Corporation Address 1: 101 Independence Avenue S.E.

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 a copy of each newspaper issue being registered.

The screenshot shows the 'Submit Your Works' screen on the Copyright Office website. At the top, there's a navigation bar with 'Form', 'Pay', and 'Submit Work' buttons. A message states 'Payment successful. Click the "Continue" button to complete your registration.' A red box highlights the 'Continue >>' button. Below this, the 'Customer Information' section lists: Tom Jefferson, 101 Independence Avenue S.E., Washington, DC 20559. The 'Submissions' section contains a table with one row: Case # 1-5514639741, Title Your Newspaper, Type of Work Daily Newspapers, Total Fee Paid 80.00, and Require Submission Y. The 'Payment info' section shows: Amount Paid: \$ 80.00, Account: 1-25U6MTG, Paid By: TOM JEFFERSON, Pay Date: 4/2/2018, Payment Type: DA, and Confirmation #: 1-2J79VAD. A small '1 - 1 of 1' indicator is visible in the top right of the table.

Case #	Title	Type of Work	Total Fee Paid	Require Submission
1-5514639741	Your Newspaper	Daily Newspapers	80.00	Y
Total Amount Due:			80.00	

Payment info

Amount Paid: \$ 80.00
 Account: 1-25U6MTG
 Paid By: TOM JEFFERSON
 Pay Date: 4/2/2018
 Payment Type: DA
 Confirmation #: 1-2J79VAD

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 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!

- To complete your submission you must upload a digital copy of each issue. Specifically, you must upload one complete copy of the final edition of each issue published in the calendar month designated in the application.
- The issues must be uploaded as individual files in Portable Document Format, and you must upload a separate PDF for each issue in the group.
- Each PDF file should be named using the following convention. The file name for each file must start with the letters "GRNP;" followed by the International Standard Serial Number ("ISSN") for that newspaper, and the publication date for that issue in a "YYYYMMDD" format.
- For example, the proper file naming format for an issue published on March 1, 2018 under ISSN 1234-5678 would be:
GRNP_12345678_20180301.pdf
- Include underscores between each element of the file name, but leave out the hyphen in the middle of the ISSN number. Be sure to include two digits for both the month and day, such as 01, 02, 03, rather than 1, 2, 3.

- If you do not have an ISSN, you may request a number from the [U.S. ISSN Center](#). To do so, complete the [ISSN Newspaper Application Form](#). Make a PDF copy of the front page of one issue (including the masthead or nameplate) and any internal page that contains the editorial bloc, masthead, and publisher information. The completed form and PDF copies of these two pages should be emailed to issngrnp@loc.gov with the subject line “Group Registration of Newspapers.”
- If you have applied for an ISSN but have not received it yet, state “pending” in the file name for each issue. In this case, the example given above would be:
GRNP_pending_20180301.pdf
- The issues should be included in each PDF file with the pages in sequential reading order.
- The PDF files must be viewable and searchable, they must contain embedded fonts, and they must be free of any access restrictions, such as password protection, watermarks, or other Digital Rights Management.
- Additional information concerning these requirements is available in the [help text](#) for this application.
- Click “Continue” to proceed. The application you just submitted will be displayed on a new screen.
- As mentioned earlier, each issue must be uploaded in a separate PDF file. The file size for each PDF must not exceed 500 MB. If necessary, the files may be compressed to comply with this requirement.
- Do not submit the issues in a compressed file, such as a zip file.
- 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)

1 - 1 of 1

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-5514639741 Title: Your Newspaper Volume: Number: Issue Date: Type of Work: Daily Newspapers	<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

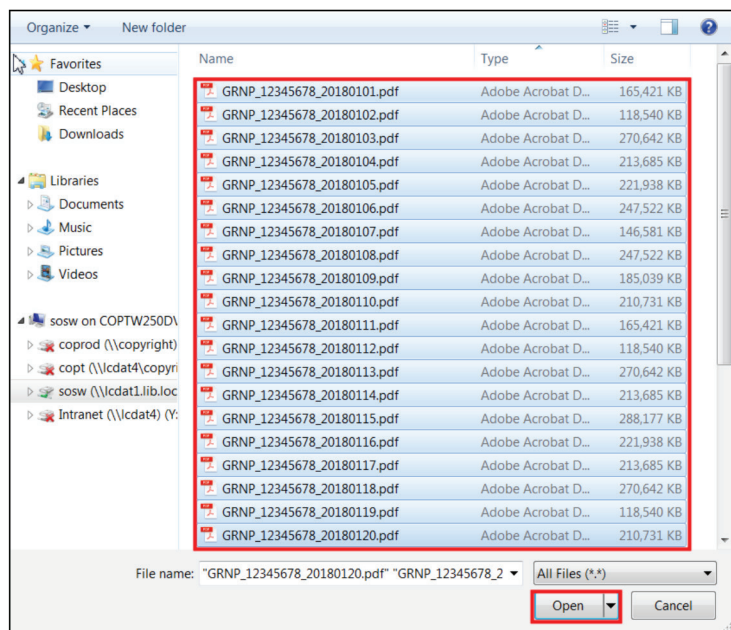
Create Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comments
No Records				

Red State 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.

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- A new window will open, allowing you to select files from your computer.
- Select all the files to be uploaded and click “Open.”



- 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.

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- It is an acceptable file type
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Upload Your Work(s)

1 - 1 of 1

Case Details	Step 1: Select & Upload Files	View Uploaded File Names	Step 2: Complete Your Submission	
Case #: 1-5514639741 Title: Your Newspaper Volume: Number: Issue Date: Type of Work: Daily Newspapers	<div> <div>Select files to upload</div> <div>Start upload</div> </div>		<div>No files uploaded</div>	
	GRNP_12345678_20180101.pdf	169.39 MB		Remove
	GRNP_12345678_20180102.pdf	121.38 MB		Remove
	GRNP_12345678_20180103.pdf	277.14 MB		Remove
	GRNP_12345678_20180104.pdf	218.81 MB		Remove

- A progress bar next to each file will allow you to watch the upload process. As the upload is completed for each file, “successfully uploaded” will be added in front of the file name.

Case Details	Step 1: Select & Upload Files	View Uploaded File Names	Step 2: Complete Your Submission		
Case #: 1-5514639741 Title: Your Newspaper Volume: Number: Issue Date: Type of Work: Daily Newspapers	<div> <div>+</div> <div>Select files to upload.</div> </div> <div>Start upload</div>		<div>Click here to complete your submission after uploading all files.</div>		
	Successfully uploaded	gmp_12345678_20180101.pdf		169.39 MB	
		GRNP_12345678_20180102.pdf		121.38 MB	Remove
		GRNP_12345678_20180103.pdf		277.14 MB	Remove
		GRNP_12345678_20180104.pdf		218.81 MB	Remove

- Do not leave this screen or close the application before upload is complete for all files, as this will stop the upload process.
- Once upload has been completed for all the files you selected, click the “Complete Your Submission” button to confirm that no more files will be uploaded.

Case Details	Step 1: Select & Upload Files	View Uploaded File Names	Step 2: Complete Your Submission	
Case #: 1-5514639741 Title: Your Newspaper Volume: Number: Issue Date: Type of Work: Daily Newspapers	<div> <div>+</div> <div>Select files to upload.</div> </div> <div>Start upload</div>		<div>Click here to complete your submission after uploading all files.</div>	
	Successfully uploaded	gmp_12345678_20180101.pdf		169.39 MB
	Successfully uploaded	gmp_12345678_20180102.pdf		121.38 MB
	Successfully uploaded	gmp_12345678_20180103.pdf		277.14 MB
	Successfully uploaded	gmp_12345678_20180104.pdf		277.14 MB

- You will receive an email from the Copyright Office confirming receipt of your files.

- If you choose to send microfilm:
 - Click “Create Shipping Slip” on the bottom of the screen.
 - In a moment, a “shipping slip” attachment link will be added to the screen. Click the link to open and print the shipping slip.

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- It is an acceptable file type
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Upload Your Work(s)

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-5514639741 Title: Your Newspaper Volume: Number: Issue Date: Type of Work: Daily Newspapers	+ Select files to upload Start upload View Uploaded File Names	Click here to complete your submission after uploading all files

(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.
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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

Attachment Name	File Type	Size	Date and Time	Comments
Shipping Slip CORCPT-1-2279VA9	pdf	4,351	4/2/2018 10:27:57 AM	

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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 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#:	1-5514639741
Case Date:	4/2/2018
Title:	Your Newspaper
Vol/Num/Issue:	
Month/Year:	01/2018
Applicant's Internal Tracking:	

- Attach the shipping slip to the microfilm before mailing it to:

Library of Congress
 U.S. Copyright Office
 Attn: 407 Deposits
 101 Independence Avenue SE
 Washington, DC 20559
- This completes all steps for submitting your application for a group of newspaper issues.