

Have a question about **Copyright
Registration?**

*Before you
write or call us,
please read
these frequently
asked questions*

How can I register a copyright claim?

Most basic claims can be registered online through the Copyright Office's website at www.copyright.gov. Electronic registration is the fastest and least expensive way to file a claim. Alternatively, you can use paper application forms available on the website. Or, staff will send you copies by postal mail upon request.

How will I know if my application was received?

If you apply for copyright registration online, you will receive confirmation by email that your application has been received. If you send your application by postal mail, you will not receive an acknowledgment. If you want to know when the Copyright Office receives your mailed application, send it by a method that will confirm delivery or by registered or certified mail and request a return receipt from the U.S. Postal Service. Allow four to six weeks for the return of your receipt.

What is the status of my application?

If you file your copyright claim electronically, you can check the status of your claim online. If you file a paper application, we recommend that you send it by a method that will confirm delivery. The Copyright Office cannot confirm receipt of mailed applications for about six weeks. After that, you can select *Contact Us* at www.copyright.gov to check the status of your claim.

When is my registration effective?

When the Copyright Office issues a registration certificate, it assigns as the effective date of registration the date it received all the required elements — an application, a nonrefundable filing fee, and a nonreturnable deposit — in acceptable form, regardless of how long it took to process the application and mail the certificate. You do not have to receive your certificate before you publish or produce your work, nor do you need permission from the Copyright Office to place a copyright notice on your work. However, the Copyright Office must have acted on your application before you can file a suit for copyright infringement, and certain remedies, such as statutory damages and attorney's fees, are available only for acts of infringement that occurred after the effective date of registration. If a published work was infringed before the effective date of registration, those

remedies may be available if the effective date of registration is no later than three months after the first publication of the work.

When will my certificate of registration arrive?

The time the Copyright Office requires to process applications varies, depending on how many applications the Office is receiving at the time of submission and the method used to apply. For example, electronic claims are processed in much less time than those claims filed on paper. And electronic claims submitted with electronic deposit copies are processed more quickly than electronic claims filed with physical deposit copies. For current processing times, see *Frequently Asked Questions* at www.copyright.gov. Scroll down to “I’ve Submitted My Application, Fee, and Copy of My Work. Now What?”

If the Office must correspond with you to clarify the information you provide or to get additional information, it may take longer to process your application. If your work cannot be registered, you will receive a letter explaining why.

Where should I mail my paper application?

Use the following address when sending us mail:

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

Send all items pertaining to your claim — your filing fee, completed application (if filing with a paper application), and deposit (copies, phonorecords, or identifying material) — in the same package. Limit boxes to 20 pounds each.

Will security measures damage my deposit?

To avoid damage to your deposit caused by routine security measures in place on Capitol Hill, package the following items in boxes rather than envelopes for mailing: electronic media such as audiocassettes, videocassettes, CDs, and DVDs; microform; photographs; and slick advertisements, color photocopies, and other items printed with rubber- and vegetable-based ink.

How do I request paper application forms?

You can request paper application forms and circulars (limit of two each) 24 hours a day by calling (202) 707-9100 and leaving a recorded message. Alternatively, select *Contact Us* at www.copyright.gov.

We encourage you to register online at www.copyright.gov or to photocopy our circulars, blank paper application forms, and other informational materials. Or, if you know which paper application forms and informational circulars you want, request them 24 hours a day from the Forms and Publications Hotline at (202) 707-9100. Leave a recorded message. To achieve the best-quality downloaded copies, use a laser printer. Forms not meeting these requirements will be returned.

How can I receive Copyright Office news?

NewsNet is a free electronic newsletter issued to notify subscribers of copyright-related hearings, new and proposed regulations, and other subjects. *NewsNet* is not an interactive discussion group. To subscribe, go to the Copyright Office website at www.copyright.gov/newsnet.

Can I see a record of my registrations?

View official records of copyright registrations made since January 1, 1978, on the Copyright Office website at www.copyright.gov. Select *Search Records*. It may take several days after you receive your certificate for your registration to appear.

For Further Information

By Internet

Circulars, announcements, regulations, paper application forms, and other related materials are available from the Copyright Office website at www.copyright.gov. To send an email communication, select *Contact Us* at the top of the homepage.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, Monday through Friday, eastern time, except federal holidays. Recorded information is available 24 hours a day.

By Regular Mail

Write to:

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