

Changing your address

WITH THE COPYRIGHT OFFICE



You recently contacted the Copyright Office to change your address. Because the Office maintains addresses in different files, we need to know which address you want to change.

If you want to receive an original or additional certificate, a certified copy, or another Copyright Office service that you have already requested, please file an official change of address form with your post office. Anything mailed to you will be forwarded to your new address. We can check our files to see if the post office has returned your mail. For this service, contact:

*Library of Congress
Copyright Office-RACD
Out-Processing Section
101 Independence Avenue SE
Washington, DC 20559
EMAIL: mcs@loc.gov*

Because the Copyright Office receives vast quantities of material, it is often not possible to make changes to in-process filings.

You can change an address on a completed registration in one of two ways:

- 1 **You can record a document** listing all your registered works by title and registration number, along with your new address. Your current address will then be included in our records and will be available to those who search the documents file. However, the original registration records are not changed. The document must bear the original signature of the copyright owner or an authorized representative. There is a fee for recording a document covering no more than one title. There is an additional charge for each group of ten or fewer other titles. See Circular 12, *Recordation of Transfers and Other Documents*, for further information.

or —

- 2 **You can file a supplementary registration** on Form CA to amend a completed registration to indicate the new address. There is a fee for filing Form CA. If you have multiple registrations, filing a Form CA only on the *most recent* registration will get your new address on record. Filing a registration for a new work in the future will also do so. See Circular 8, *Supplementary Copyright Registration*, and the instructions for Form CA for further information.



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

If you need to change an address for a *deposit account*, contact:

*Library of Congress
Copyright Office-RACD
Accounts Section
101 Independence Avenue SE
Washington, DC 20559
EMAIL: depositaccts@loc.gov
PHONE: (202) 707-6896
FAX: (202) 707-1899*

For Further Information

By Internet

Circulars, announcements, regulations, application forms, and other related materials are available from the Copyright Office website at www.copyright.gov. Claims to copyright can also be registered online at this address. To send an email communication, click on *Contact Us* at the bottom of the homepage.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. To request paper application forms or circulars, call (202) 707-9100 and leave a recorded message.

By Regular Mail

Write to

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