



Initial Notice of Distribution of Digital Audio Recording Devices or Digital Audio Recording Media

Date received: _____

A

1 Legal name of importer manufacturer: *(Check the applicable box(es).)*

2 Mailing address of importer/manufacturer:

NUMBER & STREET, RURAL ROUTE, APARTMENT/SUITE NUMBER

CITY/TOWN

STATE/PROVINCE

ZIP/POSTAL CODE

B

1 Business name of importer/manufacturer *(if different)*:

2 Mailing address *(if different)*:

NUMBER & STREET, RURAL ROUTE, APARTMENT/SUITE NUMBER

CITY/TOWN

STATE/PROVINCE

ZIP/POSTAL CODE

3 Trade names, trademarks, or like indicia of origin presently used or intended to be used in the future:

C

Product category/technology

Date of distribution

Use a separate sheet of paper if additional space is needed.

D

Importer or manufacturer other than a corporation or partnership:

I am the importer or manufacturer identified in space A, line 1, under "legal name."

Principal of importer or manufacturer other than a corporation or partnership:

I am the duly authorized agent of the importer or manufacturer identified in space A, line 1, under "legal name."

Officer or partner:

I am an officer *(if a corporation)* or a partner *(if a partnership)* of the legal entity identified in space A, line 1.

HANDWRITTEN SIGNATURE

DATE

TYPED OR PRINTED NAME

TITLE

EMAIL (OPTIONAL)

TELEPHONE NUMBER

Privacy Act Notice: Chapter 10 of title 17, *United States Code*, authorizes the Copyright Office to collect the personally identifying information (PII) requested on this form in order to process your initial notice. PII is any personal information that can be used to identify or contact an individual, such as names, addresses, and telephone numbers. By providing your PII, you are agreeing to this routine use of it. The effects of not providing the PII requested are that it may delay processing of your initial notice, and it may affect the legal sufficiency of the filing, a determination that would be made by a court of law.



Instructions for Filing an Initial Notice

Use This Form If:

- You are an importer or manufacturer of a digital audio recording device or a digital audio recording medium, *and*
- You have distributed the device or medium in the United States on or after October 28, 1992.

When to File

- An initial notice must be recorded in the Copyright Office within 45 days after the commencement of the first distribution in the United States of such devices or media.
- An initial notice must be recorded in the Copyright Office within 45 days after the commencement of the first distribution in the United States of a new product category or product utilizing new technology.
- The notice must be forwarded on the form provided by the Copyright Office to: *Copyright Royalty Board, Attn: Licensing Division, P.O. Box 70977, Washington, DC 20024-0977.*
- For additional forms or information, you may call the Licensing Division at (202) 707-8150 or email at licensing@loc.gov.

Space A

Line 1 • Give the full legal name of the importer or manufacturer of the digital audio recording device or digital recording medium. If the importer or manufacturer is a partnership, give the name of the partnership followed by the name of at least one individual partner. If the owner is a subsidiary of another corporation, give the full corporate title of the subsidiary, not that of the parent corporation.

Line 2 • Provide the current mailing address of the importer or manufacturer listed in line 1.

Space B

Line 1 • List the business name used by the importer or manufacturer if different from space A, line 1.

Line 2 • Give the mailing address if different from the mailing address in space A, line 2.

Line 3 • List any trade names, trademarks, or like indicia of origin that the manufacturer uses or intends to use in the future.

Space C

Provide the product category (e.g., portable personal recorder, boom box, automobile recorder), technology utilized (e.g., DAT, DCC), and the date of distribution for each product.

Space D

The notice must be signed in accordance with Copyright Office regulations. A photocopied or stamped signature is not acceptable.

Privacy Act Advisory Statement

Required by the Privacy Act of 1974 (Public Law 93-579)

Authority for requesting this information: *Title 17, USC, chapter 10*

Furnishing this information is: *voluntary*

But if this information is not furnished:

- *It may be necessary to delay placement of the initial notice in the completed record.*
- *You may be liable for civil or statutory damages for copyright infringement with respect to the distribution of digital audio recording devices or media (17 USC §1009).*

Principal uses of requested information:

- *Preparation of detailed reports to the Copyright Royalty Board*
- *Establishment and maintenance of a public record*
- *Examination of the initial notice for compliance with legal requirement*