



Form DCS (Document Cover Sheet) • Basic Information

Read all of the instructions below before completing this form. Use of the Document Cover Sheet is optional but encouraged.

How to use this form Follow the instructions provided below. Include two copies of Form DCS (Document Cover Sheet) for each document being submitted for recordation. Forms should be typed or printed and should contain the information requested so that the Copyright Office can process the document and return it. In particular, be sure to complete section 10 so the recorded document can be returned.

When to use this form Use Form DCS to submit a document pertaining to a transfer of copyright ownership or other document pertaining to a copyright that you wish to have recorded under [section 205](#) of the Copyright Act.

When not to use this form Form DCS should not be used to record documents pertaining to notices of termination, designation of agents for online service providers, identification of anonymous/pseudonymous authors, author death statements, visual arts registry statements, shareware registry statements, or other documents not covered by this publication. Also, Form DCS should not be used to file Licensing Division documents.

Mailing requirements If using Form DCS, you must complete two copies of this form for each document that will be submitted for recordation and must submit them in the same envelope or package as the document to be recorded and the proper fee. The Office cannot process the submission unless all of these items are received together.

In addition, if submitting a list of 100 or more titles in electronic format, the disc, flash drive, or other digital storage medium containing the list must be enclosed in the same package as the paper document submitted for recordation (unless alternative arrangements for submitting this list have been made with the Office).

If you indicate on the form that you would like an acknowledgment that the Office received your submission, you must,

in addition to the items above, include in your submission a self-addressed postage-paid envelope.

Send submissions for recordation to Library of Congress, U.S. Copyright Office-DOC, 101 Independence Avenue SE, Washington, DC 20559-6000.

The Copyright Office will process the document based on the information provided in the document, associated attachments, and the electronic title list, if any. To be recorded, the document must satisfy the recordation requirements of the copyright law and Copyright Office regulations. The person submitting a document with Form DCS is solely responsible for verifying the correctness of the form and the sufficiency of the document. Recording a document submitted with or without a Form DCS does not constitute a determination by the Copyright Office of the document's validity or effect. Only a court may make such a determination.

When Form DCS is submitted, it will be imaged with the document as part of the public record.

Privacy Act Advisory Statement Section 205 and 705 of Title 17 of the *United States Code* authorize the Copyright Office to collect the personally identifying information requested on this form to process the application for recordation. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse recordation, and you may not be entitled to certain relief, remedies, and benefits provided under the copyright law.

The principal uses of the requested information are the establishment and maintenance of a public record and the examination of the form for compliance with the recordation requirements under the copyright code.

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of recorded documents, and preparation of search reports upon request. **NOTE:** No other Privacy Act advisory statement will be given in connection with this application. Please keep a copy of these instructions and the completed form so that you may refer to them if the Office communicates with you regarding your submission.

Section-by-Section Instructions

Section 1: First party name given in the document This information is used to connect Form DCS and the document if they become separated.

Section 2: First title given in the document This information is used to connect Form DCS and the document if they become separated.

Section 3: Total number of titles in the document The total number of titles determines the recordation fee. Variant titles for the same work (i.e., “alternative” titles, “f/k/a” titles, and “a/k/a” titles) are considered to be additional titles. In the case of multiple-title documents, titles repeated in documents are counted as a single title, except where the document lists different issues, volumes, episode numbers, etc., following each title. Additional titles after the first are charged an additional fee for each group of 10 or fewer. The fee is based on the number of titles in a document, not the number of works. For more information on calculating fees, see Section 6 below.

Section 4: Return receipt Check this box to indicate that you want a return receipt showing that the Office received your submission. If you check this box, you must also include a self-addressed postage-paid envelope. A return receipt confirms the Office’s receipt of the submission as of the date indicated but does not establish eligibility for, or the date of, recordation.

Section 5: Electronic title list submission Check this box if your submission includes a digital storage medium containing an electronic title list. The enclosed digital storage medium must be clearly labeled with the name of the remitting party, the name of the first party listed in the paper document, the number of titles included in the paper document, and the date the remitting party is mailing or delivering the paper document. The contents of the title list must be formatted in accordance with 37 C.F.R. § 201.4(c).

Section 6: Amount of fee calculated There is a basic fee for recording a document containing one title. Additional titles after the first, including variant titles for the same work, are charged an additional fee for each group of 10 or fewer. The fee is based on the number of titles in a document, not the number of works. For detailed information on how to calculate fees associated with the recordation of documents, see the Copyright Office’s *factsheet Calculating Fees for Recording Documents and Notices of Termination in the Copyright Office*. Copyright Office fees are subject to change. For current fees, check the Copyright Office *website*, write the Copyright Office, or call 202-707-3000 or 1-877-476-0778 (toll free).

Section 7: Fee enclosed Check the appropriate box. To charge a Copyright Office deposit account, give the deposit account number and name. If paying by check or money order, note that the Office accepts only domestic money orders and checks payable through a U.S. bank with American Bankers Association routing numbers. International and postal money orders are not accepted. Make the check or money order payable to *Register of Copyrights*.

Section 8: Completeness of documents Check the appropriate box. If you check the box indicating that you wish to record the document notwithstanding one or more missing attachments, you are attesting that the attachment(s) are completely unavailable for recordation, that the attachment(s) are not essential to identify the subject matter of the document, and that it would be impossible or wholly impracticable for the person(s) executing the document to sign or initial an amendment deleting the reference to the attachment(s).

Section 9: Sworn certification of photocopied documents Complete this section when submitting a photocopied document in lieu of a document bearing the actual original signature. This section should not be completed if the original document has been validated by, or filed in, a public office; photocopies of such documents will be accepted only if they are accompanied by an official certification. A sworn certification must be signed by at least one of the parties to the document or that party’s authorized representative (who is identified as such in section 1). The date entered in the date field should be the date that the certification was signed.

Section 10: Return to Provide the name and address of the person to whom the recorded document should be returned. The Copyright Office does not maintain paper files of recorded documents. The documents are imaged and the originals returned to the person or firm designated in this section, along with a numbered copy of the document as recorded and the certificate of recordation. Please include a telephone number, a fax number, and an email address in case the Office needs to contact you.

Copyright Office fees are subject to change. For current fees, 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).



Form DCS (Document Cover Sheet) For Recordation of Documents under 17 U.S.C. §205

UNITED STATES COPYRIGHT OFFICE

Privacy Act Notice: Sections 205 and 705 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 recordation. By providing this information, you are agreeing to routine uses of the information that include publication to give legal notice of your recordation pursuant to 17 U.S.C. §§ 205 and 705. The information will appear in the Office's online Public Catalog. If you do not provide the information requested, recordation may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

Volume _____ Document _____

Volume _____ Document _____

Date of recordation M _____ D _____ Y _____
(ASSIGNED BY THE COPYRIGHT OFFICE)

Funds received _____

DO NOT WRITE ABOVE THIS LINE · SEE INSTRUCTIONS

To the Register of Copyrights: Please record the accompanying original document or its properly certified copy.

1 First party name given in the document _____
(IMPORTANT: Please read instruction for this and other spaces.)

2 First title given in the document _____

3 Total number of titles in the document _____

4 Return receipt requested If checked, please enclose a self-addressed postage-paid envelope.

5 Electronic title list enclosed If checked, please enclose an acceptable digital storage medium containing a properly formatted title list.

6 Amount of fee calculated _____

7 Fee enclosed Check Money order
 Fee authorized to be charged to Copyright Office deposit account
Deposit account number _____
Deposit account name _____

8 Completeness of document All attachments referenced in this document are included.
 One or more attachments referenced in this document is missing but (a) the attachment is completely unavailable for recordation; (b) the attachment is not essential to the identification of the subject matter of the document; and (c) it would be impossible or wholly impracticable to have the parties to the document sign or initial a deletion of the reference to the attachment.

9 Certification of photocopied documents
Complete this certification if a photocopy of the original signed document is being submitted instead of the document bearing the actual original signature.
NOTE: This space may not be used for documents that require an official certification.
I declare under penalty of perjury that the accompanying document is a true and correct copy of the original document.
Signature _____ Date _____
Duly authorized agent of _____

10 Return to
Name _____
Number/street _____ Apt/suite _____
City _____ State _____ Zip _____
Phone number _____ Fax number _____
Email _____

SEND TO: Library of Congress, Copyright Office-DOC, 101 Independence Avenue SE, Washington, DC 20559-6000

INCLUDE ALL OF THESE TOGETHER: (1) two copies of this form; (2) payment from a deposit account or by check/money order payable to Register of Copyrights; (3) your document; (4) if a return receipt is requested, a self-addressed postage-paid envelope; (5) if enclosing an electronic title list, an acceptable digital storage medium containing a title list in the prescribed format.