

Help Us Serve You Better

Placing an Order with the Records Research and Certification Section

Do you need copies or certification of Copyright Office records? Do you want to search our records? To place a request and submit payment, follow the steps below. Please keep in mind that all required fees must be paid prior to service, no matter how you contact us.

Before You Contact Us

- If you need copies or certification of Copyright Office records, see Circular 6, *Obtaining Access to and Copies of Copyright Office Records and Deposits*, available on the Office's website at www.copyright.gov.
- If you want to search Copyright Office records, see Circular 22, *How to Investigate the Copyright Status of a Work*, available on the Office's website at www.copyright.gov.

Three Ways to Contact Us

- Visit us in room LM 453 of the James Madison Memorial Building of the Library of Congress at the address on the opposite side of this document.
- Call in your request to one of the telephone numbers on the opposite side of this document.
- Send your request in writing by regular mail, fax, or email (see contact details on the opposite side of this document). Please review your written request carefully before sending it to make sure that staff will understand exactly what you need.



We are open to the public from 8:30 AM to 5 PM, eastern time, Monday through Friday, except federal holidays.

Our address is U.S. Copyright Office, Library of Congress-RRC, 101 Independence Avenue SE, Washington, DC 20559.

Our phone number is (202) 707-6787 or (202) 707-6850. Our fax number is (202) 252-3519 or (202) 252-3485.

For copies or certification of records, email us at copycerts@loc.gov, or call (202) 707-6787. For searches of records, email us at copysearch@loc.gov, or call (202) 707-6850.

How to Submit Payment

Your payment options depend on how you request a service.

WALK-IN REQUESTS. If you visit us in person, you can pay with cash, a check, a money order, a credit or debit card, or a Copyright Office deposit account. If you pay with cash, we will advise you of the service fee and ask you to visit our Public Information Office in LM 401, where you can pay and receive a receipt. Staff in LM 453 will provide receipts for all other payment methods.

REQUESTS BY MAIL, PHONE, FAX, AND EMAIL.

If you contact us by one of these methods, you can pay with a check, a money order, a credit or debit card, or a Copyright Office deposit account. You will receive a receipt by mail.

NOTE: If you choose to pay by mail, you must call us first at (202) 707-6787. Do not send payment, supporting documentation, or written requests to our street address.

At the time of your transaction, we will tell you about how long we will need to complete your request. If you request expedited service, the next staff member who is available will handle your request. If your service requires an additional fee, we will notify you. Your request will be held until full payment is received. Requests held for payment for more than 60 days will be closed.