

Fill-in Forms

on the copyright office website
www.copyright.gov

The United States Copyright Office offers fill-in versions of its forms on the Copyright Office website. To register a copyright or record a document, select the proper form online and key information directly onto the form instead of filling it in by hand or on a typewriter. You must print your application after you have filled it in online and mail it together with the deposit and the filing fee to:

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

For fee information, read Circular 4, *Copyright Office Fees*.

Who May Use the Fill-In Forms?

Any applicant for copyright registration or recordation who uses a computer with an Internet connection and a laser printer may fill in a form on the computer's screen.

Which Forms Are Available in Fill-In Version?

Most forms are available in fill-in format at www.copyright.gov.

Where Are the Fill-In Forms?

The fill-in forms are on the Copyright Office website at www.copyright.gov. Under *Publications*, select *Forms*.

May I Submit My Application Online?

Online registration through the electronic Copyright Office system is the preferred way to register basic claims for literary works; visual arts works; performing arts works, including motion pictures; sound recordings; and single serials. You can still register online and save money even if you submit a hard-copy deposit. Advantages of online filing include:

- a lower filing fee
- the fastest processing time
- online status tracking
- secure payment by credit or debit card, electronic check, or Copyright Office deposit account
- the ability to upload certain categories of deposits directly as electronic files

Basic claims include (1) a single work; (2) multiple unpublished works if the elements are assembled in an orderly form; the combined elements bear a single title identifying the collection as a whole; the copyright claimant in all the elements and in the collection

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as a whole is the same; and all the elements are by the same author or, if they are by different authors, at least one of the authors has contributed copyrightable authorship to each element; and (3) multiple published works if they are all first published together in the same publication on the same date and owned by the same claimant.

To access the online registration system, go to the Copyright Office website at www.copyright.gov and select *electronic Copyright Office*.

Can I Save the Filled-In Forms?

Copyright Office forms are distributed on our website in portable document format (pdf) that allows documents to be filled in, viewed, and printed with their original appearance preserved. The freely distributed Adobe Acrobat Reader allows for viewing and printing pdf files but not for saving forms. To save a completed form, you must use software capable of saving filled-in forms. Some pdf readers don't include this feature. We recognize that using a restricted format inconveniences some users, but we weigh that inconvenience against the ease-of-use of the fill-in features of pdf files.

For Further Information

INTERNET: Circulars, announcements, regulations, other related materials, and copyright application forms are available on the Copyright Office website at www.copyright.gov. To send an email communication, select *Contact Us*.

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. Or, if you know which application forms and circulars you want, request them 24 hours a day from the Forms and Publications Hotline at (202) 707-9100. Leave a recorded message.

REGULAR MAIL: Write to

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

NOTE: We now limit the quantity of forms that we mail to two of each kind. We encourage you to register online at www.copyright.gov.

