



Form Group/Daily Newsletters

*Detach and read these instructions before completing this form.
Make sure all applicable spaces have been filled in before you return this form.*

BASIC INFORMATION

Privacy Act Advisory Statement Required by the Privacy Act of 1974 (P.L. 93-579)

The authority for requesting this information is title 17 U.S.C., secs. 409 and 410. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse registration and you may not be entitled to certain relief, remedies, and benefits provided in chapters 4 and 5 of title 17 U.S.C.

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

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright registrations, and preparation of search reports upon request.

NOTE: No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this application.

- 4 Each issue must be an essentially all new collective work (defined below) or an essentially all new issue that has not been published before.
- 5 Each issue must bear issue dates within the same calendar month and the same calendar year.
- 6 The application, copies, and filing fee must be filed within three months after the publication date for the most recent issue in the group.

If any of these conditions do not apply, you must submit a separate application and filing fee for each newsletter issue using the online application for Single Serial Issues or using Form SE.

This form may be used to register a group of newsletter issues if the following conditions are met.

- 1 The work must be a daily *newsletter*, as defined below.
- 2 Each issue must bear the same title.
- 3 Each issue must be a “work made for hire” (defined below), and the author and copyright claimant must be the same person or organization.

IMPORTANT: This form may not be used to register a group of newspaper issues. To register a group of newspapers, you must use the online application. If you attempt to use this form to register a newspaper, the Copyright Office will refuse to register your claim.

INSTRUCTIONS

HOW TO REGISTER

Send the following items together in the same envelope or package:

- 1 completed and signed Form G/DN
- 2 one copy of each issue being registered
- 3 filing fee*

Send this material to:

*Library of Congress
U.S. Copyright Office-SE
101 Independence Avenue SE
Washington, DC 20559-6000*

*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).

DEFINITIONS

Newsletter: For registration purposes, a daily newsletter is defined as a serial published and distributed by mail or electronic media (online or telefacsimile), or in any other medium, such as paper, cassette tape, diskette, or CD-ROM. Publication must occur at least two days per week, and the newsletter must contain news or information of interest chiefly to a special group (for example, trade and professional associations, corporations, schools, colleges, and churches). Daily newsletters are customarily available by subscription and are not sold on newsstands.

Collective Work: A “collective work” is a work, such as a periodical issue, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole.

Work Made for Hire: A “work made for hire” is defined as: (1) a work prepared by an employee within the scope of his or her employment; or (2) a work specially ordered or commissioned for certain uses (including use as a compilation or as a contribution to a collective work), if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. The employer is the author of a work made for hire. For more information, read Circular 30, *Works Made for Hire*.

SUBMITTING A COPY OF YOUR ISSUES

In all cases, you must submit one complete copy of each issue being registered.

If the newsletter is published only online, you may submit one complete print-out of each issue. Alternatively, you may submit a flash drive, disc, or other electronic storage device containing a complete copy of each issue. The files must be saved on the device in one of the formats listed on the Office’s website (<https://www.copyright.gov/eco/help-file-types.html>).

You may be required to submit additional material, *but only if it is expressly requested by the Copyright Office*. Specifically, the Office may ask you to submit either (1) one or two complimentary subscriptions for the Library of Congress, or (2) 35mm silver-halide microfilm containing all of the newsletter issues published within the calendar month.

IMPORTANT: Complimentary subscription copies and microfilm are not required unless these items have been expressly requested by the Copyright Office. If the Copyright Office has requested complimentary subscriptions or microfilm, these items should be sent to the address specified in the request. This material should not be sent with Form G/DN.

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).

REGISTRATION NUMBER _____

Privacy Act Notice: Sections 408-410 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 copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. §705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

EFFECTIVE DATE OF REGISTRATION
(Assigned by Copyright Office)

Month Day Year

APPLICATION RECEIVED _____

EXAMINED BY _____

DEPOSIT RECEIVED _____

CORRESPONDENCE

FEE RECEIVED _____

DO NOT WRITE ABOVE THIS LINE.

1

TITLE OF THIS NEWSLETTER AS IT APPEARS ON THE COPIES ▼ _____

City/State ▼ _____

If no previous registration under identical title, check here

Month and year date on copies ▼ _____

Number of issues in this group ▼ _____

ISSN ▼ _____

Edition ▼ _____

2

NAME AND ADDRESS OF THE AUTHOR/COPYRIGHT CLAIMANT IN THESE WORKS MADE FOR HIRE

AUTHOR'S CONTRIBUTION (check all that apply)

Compilation

Text

Other _____

3

DATE OF PUBLICATION OF THE EARLIEST AND MOST RECENT ISSUES IN THIS GROUP

Important: Give month, day, and year

(Earliest)

Month ▲

Day ▲

Year ▲

(Most Recent)

Month ▲

Day ▲

Year ▲

CERTIFICATION*: I, the undersigned, hereby certify that I am the author/claimant or the authorized agent of the author/claimant of the issues identified in this application, that all the conditions specified in the instructions on the back of this form are met, and that the statements made by me in this application are correct to the best of my knowledge.



Handwritten signature (X) _____

Typed or printed name of signer _____

PERSON TO CONTACT FOR CORRESPONDENCE ABOUT THIS CLAIM

Name _____

Daytime telephone number (_____) _____

Address (if other than given below) _____

Email _____

Fax _____

DEPOSIT ACCOUNT

Account number _____

Name of account _____

Certificate will be mailed in window envelope to this address

Name ▼ _____

Number/Street/Apt ▼ _____

City/State/Zip ▼ _____

YOU MUST:

- Complete all necessary spaces
- Sign your application

SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:

1. Application form
2. Nonrefundable filing fee in check or money order payable to *U.S. Copyright Office*
3. One complete copy of each issue being registered

MAIL TO:

Library of Congress, U.S. Copyright Office-SE
101 Independence Avenue SE
Washington, DC 20559-6000

*17 USC §506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.