



Form DCS (Document Cover Sheet) • Basic Information

Read all of the instructions below before completing this form.

When to use this form Use Form DCS to submit a document that is 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. Use of Form DCS is mandatory, and a properly completed Form DCS must accompany all documents submitted to the Copyright Office for recordation under 17 U.S.C. § 205. A properly completed Form DCS must also be used to submit a document for recordation pertaining to a mask work under 37 C.F.R. § 211.2 or vessel design under 37 C.F.R. § 212.6.

When not to use this form Do not use Form DCS when submitting any other type of document to the Office, such as notices of termination, online service provider agent designations, identification of anonymous/pseudonymous authors, author death statements, visual arts registry statements, shareware registry statements, or any Licensing Division documents.

How to use this form Follow these instructions to complete Form DCS. All fields are required to the extent applicable, and all information should be typed or printed. Include one completed and signed Form DCS for each document being submitted for recordation. The Office may reject any document submitted for recordation that is not accompanied by Form DCS or is accompanied by an incomplete or improperly prepared Form DCS.

Submission requirements Submit together in the same envelope or package: (1) a properly prepared Form DCS; (2) the document to be recorded; (3) the proper filing fee; and (4) any additional material being provided in connection with your submission, such as an electronic title list, English translation of non-English material, written justification for certain redacted material, or an additional copy of this completed form and a self-addressed postage-paid envelope for a return receipt. Absent special arrangement with the Office, the Office reserves the right to not process your submission unless all of the items necessary for processing are received together. Mail your submission to:

Library of Congress
Copyright Office–DOC, LM 433
101 Independence Avenue SE
Washington, DC 20559-6000

Electronic title lists In addition to identifying the works to which a document pertains in the paper submission, an electronic title list may also be submitted. An electronic title list is an Excel file containing certain indexing information about the relevant works, such as their titles, type, registration numbers, and authorship information. Submitting an electronic title list is optional, but can

significantly shorten the Office's processing time for recording a document. Consequently, the Office offers a reduced filing fee for submissions that include them. For more information about electronic title lists, including the requirements and instructions for completing and submitting them, see <https://www.copyright.gov/recordation/etl>.

Declarations of Ownership in Musical Works (DOMWs)

A DOMW is a special type of recordable document available to certain copyright owners of musical works. For more information about DOMWs, including the requirements and instructions for completing and submitting them, see <https://www.copyright.gov/recordation/domw>. **NOTE:** Among other requirements, a DOMW must be accompanied by an electronic title list and be submitted to a different mailing address than other documents submitted for recordation. Mail DOMWs to:

Copyright Office–DOMW
P.O. Box 71537
Washington, DC 20024-1537

Recordation process To be recorded, your submission must comply with the Copyright Act's statutory requirements (17 U.S.C. § 205) and the Office's regulations (37 C.F.R. § 201.4) and instructions. The Copyright Office will examine, process, and index the document in the public record based on the information you submit to the Office. The Office will rely on the certifications and information provided on Form DCS and, if provided, in an accompanying electronic title list. The Office will not necessarily confirm the accuracy of such certifications or information against the submitted document. The fact that the Office has recorded a document is not a determination by the Office of the document's validity or legal effect. Recordation of a document by the Copyright Office is without prejudice to any party claiming that the legal or formal requirements for recordation have not been met, including before a court of competent jurisdiction.

Privacy Act Advisory Statement Please review the Privacy Act notice at the top of the form. 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 requirements for recordation. 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: Form DCS will be imaged with the submitted document as part of the public record. 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.

Item-by-Item Instructions

Electronic Title List Enclosed and Declaration of Ownership in a Musical Work checkboxes

If you have enclosed an electronic title list or if the document is a DOMW, check the appropriate box(es) on the top of Form DCS. If the document is a DOMW, the electronic title list box should also be checked because all DOMWs must be accompanied by an electronic title list.

Item 1: Title of first work provided in document This item is used to connect Form DCS and the document if they become separated.

Item 2: Total number of titles in document Provide the total number of different titles contained in the document — not the total number of works. The total number of titles (along with the total number of legal transactions contained in the document) determines the recordation filing fee. If a work has more than one title, all titles for the work are counted for purposes of this item and in calculating the proper recordation filing fee. For example, if a document were to refer to “*Star Wars* a.k.a *Episode IV* a.k.a. *A New Hope*,” each of those three titles would count. Additionally, if a work is described as being part of a larger work, both the specific work and the larger work count. For example, if the document were to refer to “*When You Wish Upon a Star* from *Pinocchio*,” each of those two titles would count. While each distinct title of a particular work only counts once, even if repeated multiple times throughout the same document, note that where a document makes reference to different registration numbers, issue numbers, volume numbers, chapters, or the like, each one counts as a separate title. For example, if a document were to refer to “*Fan Club News*, Vol. 1, No. 3 (June 2011)” and “*Fan Club News*, Vol. 1, No. 4 (July 2011),” each of those two titles would count. For more information about how to calculate titles, see § 2309.11(B) of the *Compendium of U.S. Copyright Office Practices*.

Item 3: Page number(s) in document where titles information can be located Provide all relevant page numbers, including if the information is contained in an appendix, schedule, or other attachment. This item is to help Office staff to more easily locate information about the works to which the document pertains.

Item 4: Amount of fee calculated Recordation fees are calculated in accordance with 37 C.F.R. § 201.3(c). For assistance in determining your fee, use the fee calculator provided at <https://www.copyright.gov/recordation/> and review *Calculating Fees for Recording Documents and Notices of Termination in the Copyright Office*, available at <https://www.copyright.gov/circs/circ12a.pdf>. Note that the Office charges different fees depending on whether your submission includes an electronic title list.

Item 5: Fee enclosed Check the appropriate box. To charge a Copyright Office deposit account, provide the deposit account number and name. If paying by check or money order, note that the Office only accepts 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 *U.S. Copyright Office*.

Item 6: Return receipt requested 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 second properly completed copy of Form DCS and 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.

Item 7: Redacted document Check the first box if the submitted document contains any redactions. Permissible redactions are limited to financial terms, trade secret information, Social Security or taxpayer-identification numbers, and financial account numbers. Any such redactions must be made in accordance with 37 C.F.R. § 201.4(d)(4). Additional types of information may be redacted on a case-by-case basis if the need for any such redactions is justified to the Office in writing and approved by the Office. If such a written justification is included in your submission, check the second box in addition to the first.

Item 8: English translation The Office accepts and records non-English language documents and indexing information only if accompanied by an English translation in conformity with 37 C.F.R. § 201.4(d)(5). Check this box if an English translation of non-English material is included in your submission.

Item 9: Document type Check the one that best describes the document. If you select “Other,” provide a description of the document.

Item 10: Document’s Date of Execution Provide the document’s date of execution.

Item 11: Party Information Provide the names of all parties to the document and the nature of their respective relationships to the document, including which party, if any, is the current (*i.e.*, as of the date of your submission) copyright owner of the works to which the document pertains. For example, Company A could be the “assignor” while Company B could be the “assignee, copyright owner”; Company A could be the “licensor, copyright owner” while Company B could be the “licensee”; Jane Smith could be

the “declarant, copyright owner.” A mailing address must also be provided if submitting a DOMW and may be voluntarily provided for all other documents. If the document has more than two parties, attach an additional sheet detailing information for the other parties.

Item 12: Remitter Information and Certifications You, the individual actually submitting this form and the attached document to the Copyright Office, provide your contact information and make the required remitter certifications by signing your name and dating the form. You may sign the form electronically. The Office may use this information to contact you about the submission and will send a numbered copy of the document as recorded and certificate of recordation to the provided address if the document is successfully recorded. Providing a fax number is optional. If you are not a party to the document, you must describe your relationship to the document or the original parties to the document. For example, state which party you are a duly authorized agent of, which party you are a successor-in-interest to, or which successor-in-interest you are a duly authorized agent of.

Item 13: Document Certifications Make the required document-related certifications by having them signed and dated by an appropriate individual. They can be made either by you (*i.e.*, the remitter identified in Item 12) or another individual and may be signed electronically. There are two types of certifications in this item. The first is that the document satisfies the signature, completeness, legibility, and, if redacted, redaction requirements for recordation specified in 37 C.F.R. § 201.4. The box next to these certifications must be checked.

The second type of certification in this item pertains to whether the submitted document is an original or a copy.

If it is an original document, check the appropriate box. If it is a copy that is accompanied by an official certification (*i.e.*, a certification, by the appropriate governmental official, that the original of the document is on file in a public office and that the copy of the document submitted for recordation is a true copy of the original), check the appropriate box. If the submitted document is not an original and is not accompanied by an official certification, a sworn certification must be provided by checking the remaining checkbox declaring that the submitted document is a true and correct copy of the original, signed document. Note that where a submitted document lacks a handwritten, wet signature (such as when it is signed electronically), the Office considers the document to be a copy, which must be accompanied by a sworn or official certification.

If two different individuals are making each of the two types of certifications, complete and attach an additional copy of page 3 of the form with the appropriate boxes checked to indicate which individual is making which certifications. If someone other than you is making the certifications in this item, his or her name, title, and organization must be provided. Additionally, if such individual is not a party to the document, his or her relationship to the document or the original parties to the document must be described. For example, state which party he or she is a duly authorized agent of, which party he or she is a successor-in-interest to, or which successor-in-interest he or she is a duly authorized agent of.

For more information about the Copyright Office’s recordation requirements, see 37 C.F.R. § 201.4 and 82 Fed. Reg. 52,213 (Nov. 13, 2017).



**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 (PII) requested on this form. PII is any personal information that can be used to identify, contact, or trace an individual, such as names, addresses, and telephone numbers. By providing this information, you are agreeing to the routine use of it to establish and maintain a public record, which includes appearing in the Office's paper and online public records and indexes, including the Office's online catalog, and in search reports prepared for the public. 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.

Electronic Title List Enclosed

Declaration of Ownership in a Musical Work (DOMW)

If DOMW is checked, an electronic title list must be enclosed and "Electronic Title List Enclosed" must also be checked.

DO NOT WRITE IN THIS BOX

Volume _____ Document _____

SR# _____

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

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).

Send to: Library of Congress, Copyright Office—DOC, LM 433, 101 Independence Avenue SE, Washington, DC 20559-6000
If submitting a DOMW, send to: Copyright Office—DOMW, P.O. Box 71537, Washington, DC 20024-1537

To the Register of Copyrights: *Please record the accompanying document.*

IMPORTANT: *Please read all instructions for completing this form. If you have enclosed an electronic title list or if your document is a Declaration of Ownership in a Musical Work (DOMW), check the appropriate box(es) on the top of this page.*

1 Title of first work provided in document _____

2 Total number of titles in document _____

3 Page number(s) in document where titles information can be located _____

4 Amount of fee calculated \$ _____ (Fees are to be calculated in accordance with 37 C.F.R. § 201.3(c))

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

6 Return receipt requested If checked, please enclose a second completed copy of this form and a self-addressed postage-paid envelope

7 Redacted document Check if document is redacted
 Check if a written justification for redacted material not enumerated in 37 C.F.R. § 201.4(d)(4)(i) is enclosed

8 English translation Check if an English translation of non-English material is enclosed

9 Document type

(Check the one that best describes the document.)

- Assignment Exclusive License Non-Exclusive License
 Change of Address Mortgage or Security Agreement
 Affidavit/Declaration/Certification Court Order Will
 Change of Name (e.g., via merger agreement, amendment to articles of incorporation)
 Other _____

10 Document's Date of Execution

11 Party Information

(Provide the names of all parties to the document and the nature of their respective relationships to the document, including which party, if any, is the current copyright owner of the works to which the document pertains. A mailing address must also be provided if submitting a DOMW and may be voluntarily provided for all other documents. If more space is needed, attach an additional sheet.)

Name _____

Relationship _____

Number/Street _____ Apt/Suite _____

City _____ State _____ Zip _____

Name _____

Relationship _____

Number/Street _____ Apt/Suite _____

City _____ State _____ Zip _____

List continued on an attached additional sheet

12 Remitter Information and Certifications

(You, the individual actually submitting this form and the attached document to the Copyright Office, provide your contact information and make the required remitter certifications by signing your name. The Office may use this information to contact you about the submission and will send the certificate of recordation to the provided address if the document is successfully recorded.)

I certify under penalty of perjury under the laws of the United States of America that I have been given appropriate authority to submit this cover sheet, accompanying document, and any other enclosed materials to the U.S. Copyright Office for recordation, and all information I have submitted is true, accurate, and complete to the best of my knowledge.

I understand that any falsification or misrepresentation may subject me to civil or criminal liability. By signing my name below, I acknowledge that I have read and agree to these conditions.

Signature _____ Date _____

Name _____

Title/Organization _____

Number/Street _____ Apt/Suite _____

City _____ State _____ Zip _____

Phone number _____ Fax number _____

Email _____

If you are not a party to the document, describe your relationship to the document or the original parties to the document (e.g., duly authorized agent of a party, successor-in-interest to a party, duly authorized agent of a successor-in-interest to a party).

13 Document Certifications

(These certifications can be made either by the remitter identified on the previous page or another individual.)

- Original document enclosed Official certification enclosed

I certify under penalty of perjury under the laws of the United States of America that the following is true and correct: (Check the box next to each certification being made. The first is always required. The second is required if an original document or official certification is not enclosed. If a different individual is making each one, complete and attach an additional copy of this page.)

- The accompanying document being submitted to the U.S. Copyright Office for recordation satisfies, to the best of my knowledge, the signature, completeness, legibility, and, if redacted, redaction requirements for recordation as specified in 37 C.F.R. § 201.4.***
- The accompanying document being submitted to the U.S. Copyright Office for recordation is, to the best of my knowledge, a true and correct copy of the original, signed document.***

I understand that any falsification or misrepresentation may subject me to civil or criminal liability. By signing my name below, I acknowledge that I have read and agree to these conditions.

Signature _____ Date _____

Certifier Information

(This information is only required if an individual other than the remitter identified on the previous page is making the above certifications.)

Name _____

Title/Organization _____

If the certifier is not a party to the document, describe the certifier's relationship to the document or the original parties to the document (e.g., duly authorized agent of a party, successor-in-interest to a party, duly authorized agent of a successor-in-interest to a party).

