

# Make Sure Your Application Will Be Acceptable

In completing an application form, whether electronic or paper, it is important to give clear and accurate information. To ensure that the information is accurate, carefully read the instructions provided. Additional information on various topics is available from the Copyright Office if needed. See *For Further Information* below.

## Registration Methods

### *eCO eService*

Use the electronic Copyright Office (eCO eService) for registering basic claims to copyright, even if the deposit is not in digital format. For information about online registration with eCO, go to the Copyright Office website at [www.copyright.gov](http://www.copyright.gov) or contact the Copyright Office. Online registration requires no paper form.

### *Form CO*

The next best option for registering basic claims is the fill-in Form CO. This is a generic form for registration of a single work of the performing arts and visual arts as well as literary works, sound recordings, motion pictures, and single issue serials. Complete this form on your personal computer, print it out, and mail it to the Copyright Office together with the filing fee and deposit. As you fill out the form, a barcode is created on each page. The barcode contains the information that you type and will enable the Copyright Office to process the application faster and more efficiently. Form CO should contain no handwriting except your signature. Do not save and reuse a form that has been filled out. The information the barcode contains is unique for each work that you register. Please send the original application Form CO. Copies are not accepted. If the form prints with a banner reading, "This Application Is Incomplete and Cannot Be Submitted," this form is not acceptable.

**NOTE:** Make sure your Form CO has a barcode on each page. Do not use screen shots to create your Form CO.

barcode →



**Paper Forms**

Form TX (literary works); Form VA (visual arts works); Form PA (performing arts works, including motion pictures); Form SR (sound recordings); Form SE (single serials); and Form CON (continuation sheet for applications) are still available in paper.

These forms are not accessible on the Copyright Office website. To request copies of paper forms, call the Public Information Office at (202) 707-3000 or the Forms and Publications Hotline at (202) 707-9100.

In completing your paper form, use a typewriter with a good ribbon, or print all information except your signature clearly with a pen in black ink. Do not use a pencil or colored pens (blue, green, red, etc.).

**Use Acceptable Photocopies or Computer Printouts of Copyright Office Forms**

If you use a printed form issued by the Copyright Office, you do not have to worry about the quality of the form itself. However, the Copyright Office receives forms in a variety of paper formats in addition to the original application forms it distributes. These include:

- photocopies of Copyright Office-issued forms
- printed paper copies of forms from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov)
- printed paper copies of other computer-produced Copyright Office forms that have been approved by the Copyright Office

If the form you use is a photocopy or a computer printout, make sure that it is clear and legible and on a good quality of 8 1/2" × 11" white paper. A two-page form must be printed head-to-head on a single sheet of paper so that when you turn the sheet over, the top of page 2 is directly behind the top of page 1. Do not enlarge or reduce the size of the form.

**NOTE:** Copies of Form CO are not accepted.

**Fill-In Forms on the Web**

Other forms are available as fill-in forms on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). Click on *Forms* and select the proper form. Key information directly onto the form instead of printing the form and filling it in by hand or on a typewriter. After the form is filled in, it should be printed with either a laser or inkjet printer, signed, and mailed to the Copyright Office together with the deposit and the filing fee, all in the same container. A box sent to the Copyright Office should weigh no more than 20 pounds.

You must have Adobe Acrobat Reader installed on your computer to view and print the forms. Download the free Adobe Acrobat Reader from the same Internet site at which the forms are available. Print forms head to head (top of page 2 is directly behind the top of page 1) on a single piece of a good quality of 8 1/2" × 11" white paper. To achieve the best quality copies of the forms, use a laser printer. Or you may request paper copies from the Copyright Office.

**For Further Information****By Internet**

Circulars, announcements, regulations, other related materials, and certain copyright application forms are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). To send an email communication, click on *Contact Us* at the bottom of the homepage.

**By telephone**

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000. 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.

**By regular mail**

Write to:

*Library of Congress  
Copyright Office-COPUBS  
101 Independence Avenue SE  
Washington, DC 20559-6304*