

# Document Cover Sheet

*Read these instructions before completing this form. Make sure all applicable spaces have been filled in before you return this form, or the form cannot be used.*

## BASIC INFORMATION

**When to Use This Form:** Use the Document Cover Sheet when you are submitting a document for recordation in the U.S. Copyright Office.

**Mailing Requirements:** It is important that you send two copies of the Document Cover Sheet, any additional sheets, the document, and the fee together in the same envelope or package. The Copyright Office cannot process them unless they are received together. Send to: Documents Unit, LM-462, Cataloging Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

Two copies of this Document Cover Sheet and any additional sheets you include, which must measure 8 1/2 x 11 inches, should accompany each document. Cover sheets should be typed or printed. The cover sheet, when completed, should contain all of the information necessary for the Copyright Office to process the document and ensure that the correct data is recorded promptly. The Copyright Office will process the document on the basis of information contained in the cover sheet without verifying its correctness from the document itself. However, to be recordable, a document must satisfy the recordation requirements of the Copyright Act and Copyright Office regulations.

The person(s) submitting a document with a cover sheet is (are) solely responsible for verifying the correctness of the cover sheet and the sufficiency of the document. Recording a document submitted with or without a cover sheet does not constitute a determination by the Copyright Office of the document's validity or the effect of that document. Only a court of law may make such determinations.

This cover sheet and any additional sheets will be recorded with the document as part of the official recordation.

### 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., sec. 205. Furnishing the requested information is voluntary. But if the information is not provided, it may be necessary to delay recordation.

The principal uses of the requested information are the establishment and maintenance of a public record and the evaluation for compliance with legal requirements.

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright recordations, 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 cover sheet.

## SPACE-BY-SPACE INSTRUCTIONS

### 1 SPACE 1: Name of Party or Parties to the Document

Name all of the parties to this document. If additional space is needed, use a white 8 1/2 x 11 inch sheet of paper to list the parties. The document will be indexed under the names of these parties. For transfers, notices of termination, and other two-party documents, indicate which is assignor, grantor, or party 1 and which is assignee, grantee, or party 2.

### 2 SPACE 2: Description of Document

Describe the document. This description will be entered in the catalog record of the recordation.

### 3 SPACE 3: Title(s) of Work(s)

List the titles of all works which are included in the document. Include registration number, names of authors, and other information to identify the work(s) and link them to the original registration. Additional sheets the same size as the cover sheet may be attached, if needed. Indicate that the titles on any additional sheets are additions to Space 3.

### 4 SPACE 4: Completeness of Document

All section 205 documents must be complete by their own terms in order to be recordable. Examples of section 205 documents include transfers of copyright ownerships and other documents pertaining to a copyright such as exclusive and non-exclusive licenses, contracts, mortgages, powers of attorney, certificates of change of corporate name or title, wills, and decrees of distribution.

### 5 SPACE 5: Number of Titles in Document

The number of titles determines the recordation fee. The fee for a document of any length containing one title is \$20. Additional titles are \$10 for each group of 10 or fewer. The Copyright Office will verify title counts.

### 6 SPACE 6: Fee

Calculate the fee from the information given in Space 5.

### 7 SPACE 7: Deposit Account

If a Deposit Account is to be charged, give the Deposit Account number and name.

### 8 SPACE 8: Date of Execution

Give the date the accompanying document (not this Cover Sheet) was executed and/or became effective.

### 9 SPACE 9: Affirmation

This space must be completed by all applicants. The party to the document submitting it for recordation or his/her authorized agent should sign the affirmation and authorization contained in this space. This affirmation and authorization is not a substitute for the certification required for documents containing a photocopy signature. (See Certification, Space 10.)

### 10 SPACE 10: Certification

Complete this section only if submitting photocopied documents in lieu of a document bearing the actual signature.

Certification: Any transfer of copyright ownership or other document pertaining to a copyright (section 205) may be recorded in the Copyright Office if the document bears the actual signature of the person or persons who executed (signed) the documents. If a photocopy of the original signed document is submitted, it must be accompanied by a sworn or official certification. A sworn certification signed by at least one of the parties to the document or their authorized representative (who is identified as such) at Space 10 will satisfy that requirement.

Copies of documents on file in a Federal, state, or local government office must be accompanied by an official certification.



# DOCUMENT COVER SHEET

For Recordation of Documents  
UNITED STATES COPYRIGHT OFFICE

DATE OF RECORDATION  
(Assigned by Copyright Office)

Month Day Year

Volume Page

Volume Page

REMITTANCE

FUNDS RECEIVED

Do not write above this line.

Before you complete this form, please read the instructions on the reverse side. If additional space is needed, use white 8 1/2 x 11 inch paper.

Attachments to Cover Sheet? Yes ☐ No ☐ If so, how many? \_\_\_\_\_

## To the Register of Copyrights:

Please record the accompanying original document or copy thereof.

### 1 Name of the Party or Parties to the Document Spelled as They Appear in the Document.

Party 1: (assignor, grantor, etc.) \_\_\_\_\_ Party 2: (assignee, grantee, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2 Description of the Document:

- ☐ Transfer of Copyright  
☐ Security Interest  
☐ Change of Name of Owner  
☐ Termination of Transfer(s) [Section 304]  
☐ Shareware  
☐ Life, Identity, Death Statement [Section 302]  
☐ Transfer of Mask Works  
☐ Other \_\_\_\_\_

### 3 Title(s) of Work(s), Author(s), Registration Number(s), and Other Information to Identify Work.

Title	Author(s)	Registration Number	Registration Date/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4 ☐ Document is complete by its own terms.  
☐ Document is not complete. Record "as is."

5 Number of titles in Document: \_\_\_\_\_

6 Amount of fee enclosed or authorized to be charged to a Deposit Account \_\_\_\_\_.

7 Deposit account number \_\_\_\_\_  
Deposit account name \_\_\_\_\_

8 Date of execution and/or effective date of accompanying document \_\_\_\_\_  
(Month) (Day) (Year)

9 **Affirmation:**\* I hereby affirm to the Copyright Office that the information given on this form is a true and correct representation of the accompanying document. This affirmation will not suffice as a certification of a photocopy signature on the document.  
(Affirmation *must* be signed.)



Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

10 **Certification:**\* Complete this certification in addition to the Affirmation if a photocopy of the original signed document is submitted in lieu of a document bearing the actual signature.

I certify under penalty of perjury under the laws of the United States of America that the accompanying document is a true copy of the original document.

Signature \_\_\_\_\_  
Duly Authorized Agent of: \_\_\_\_\_  
Date \_\_\_\_\_

MAIL  
RECORDA-  
TION TO

Name▼
Number/Street/Apt▼
City/State/ZIP▼

#### YOU MUST:

- Complete all necessary spaces
- Sign your cover sheet in Space 9

#### SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:

1. Two copies of the Document Cover Sheet
2. Fee in check or money order payable to *Register of Copyrights*
3. Document

#### MAIL TO:

Documents Unit, Cataloging Division  
Copyright Office, Library of Congress  
Washington, D.C. 20559-6000