

COPYRIGHT REGISTRATION CHECKLIST



SONG

Follow these steps to register a copyright for a song:

1. Go to the Copyright Office website (copyright.gov)
2. Click on Register a Copyright
3. Click on Log in to the Electronic Copyright Office (eCO) Registration System
 - a. If you have an account already, log in. If not, create a new account by clicking on the "If you are a new user, click here to register" link at the bottom of the grey login box.
4. On the left-hand side, under Register a Work, click on Standard Application
5. Click Start Registration at the top of the screen
6. Select Type of Work: Work of the Performing Arts and check the box to confirm that this is the correct type of work you are registering; then click Continue at the top of the page
7. Click New; select Title Type: Title of work being registered; enter the title of this work in the text box; click Save
8. Click Continue
9. Select whether or not your work has been published, according to the description provided
 - a. If yes, enter the Year of Completion (when you created the work), the Date of First Publication (the date that the event qualifying as publication occurred), and the Nation of First Publication (where the publication event happened)
 - b. If no, enter the Year of Completion (when you created the work)
10. Click Continue
11. If you are the author of the work, click Add Me on the right side of the page
 - a. Your name should appear; if not, enter your name
 - b. Enter either your citizenship as United States, or, if you are a foreign citizen living in the United States, enter your domicile as United States
 - c. Click Save
 - d. Under Author Created: select Text; click Save

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- e. If someone co-authored/co-created your song, click **New** and repeat the above steps to add them as an author
- f. Once all authors are added, click **Continue**
- 12. **Copyright Claimant.** If you are the author of the work, click **Add Me**.
 - a. If the copyright to the work has been transferred, click **New**. Enter **Claimant or Organization Name and Address**, then click **Save**.
 - b. Once all claimants are added, click **Continue**.
- 13. **Decide whether or not your work contains or is based on preexisting material (previously registered work, previously published work, work in the public domain, or work that you do not own):**
 - a. **If yes:**
 - i. Select the type of work it is based on/contains under **Material Excluded**
 - ii. Select **Text** under **New Material Included**
 - b. **If no:** click **Continue**
- 14. **Decide whether or not you want to designate an agent authorized to grant permission to use your work**
 - a. **If yes,** enter contact information for that person, then click **Continue**
 - b. **If no,** click **Continue**
- 15. **For Correspondent,** click **Add Me**; make sure all required information is filled in; click **Continue**
- 16. Enter the contact information where you want the registration certificate to be mailed; if mailing to yourself, click **Add Me**, then make sure all required information is filled in; click **Continue**
- 17. Unless you meet the requirements for special handling, click **Continue**
- 18. Click the certification box and type your name in the text box marked **Name of certifying individual**; click **Continue**
- 19. Review the information to make sure it is correct; if information is correct, click **Add to Cart** at the top of the page
- 20. Click **Checkout**
- 21. Select your preferred method of payment
- 22. Fill in the required payment information for your selected payment option; click **continue**
- 23. Enter your email address and check the box to authorize the charge; select **Submit Payment**

24. After payment is confirmed, you must send a copy of your work to complete the submission process; click Continue at the top right of the page
25. Read the instructions for uploading your work
 - a. If your work can be submitted electronically (unpublished work or work published only electronically):
 - i. Click Select files to upload
 - ii. Select the file to be uploaded and click Open
 - iii. Click Start upload
 - iv. Once all files have been uploaded click on "Click here to complete your submission after uploading all files"
 - b. If your work must be submitted in hard copy (works published in hard copy):
 - i. Click Create Shipping Slip; click OK on the pop-up window
 - ii. Click the attachment link to open and print the shipping slip
 - iii. Attach the shipping slip to your work before mailing
 - iv. Mail the work to the address printed on the shipping slip

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