



How to Respond to a Mandatory Deposit Notice if You Elect to Register Your Work

If you register online and mail hard copies:

Please attach the Mandatory Deposit Notice and the electronically printed “Deposit Copy Shipping Slip” directly to the deposits for the corresponding work to be registered. Please bundle together all deposit copies for a single work.

The Mandatory Deposit Notice should be on top so that it is visible when the package is opened.

If you register using a paper application form:

Please attach the Mandatory Deposit Notice, the completed application form, and the non-refundable filing fee directly to the deposits for each work that you submit. Please bundle together all deposit copies for a single work.

The Mandatory Deposit Notice should be on top so that it is visible when the package is opened.

PLEASE NOTE: Copyright Office fees are subject to change. For current fees, check the Copyright Office website at www.copyright.gov or call (202) 707-3000.

Please mail materials to the following address:

*Library of Congress
Copyright Office-CAD/AD
101 Independence Avenue SE
Washington, DC 20559*

Your submission will be forwarded for registration after the Copyright Acquisitions Division receives it.

PLEASE NOTE: We recommend that you send your package using a traceable mail method. This will allow us to confirm delivery of the shipment.

Reminders

To avoid damage to your deposit from Capitol Hill security measures, please package the following items in boxes weighing no more than 20 pounds each rather than in envelopes for mailing to the Copyright Office:

- Electronic media such as audiocassettes, videocassettes, CDs, and DVDs
- Microform

PLEASE NOTE: CDs and DVDs packaged in standard full-sized jewel cases are more likely to survive Library of Congress security measures, which include an irradiation process, than those packaged in slim-line cases.

For More Information

Copyright Acquisitions Division
EMAIL: cad@loc.gov
TEL: (202) 707-7125