



## 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, a vessel design under 37 C.F.R. § 212.6, or a U.S. sound recording fixed before February 15, 1972 under 37 C.F.R. § 201.35.

**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, DMCA 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, types of work, 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 and/or registration number 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 additional works and alternate identifiers in document** Provide the total number of different works and alternate identifiers contained in the document. The total number of works and alternate identifiers (along with the total number of legal transactions contained in the document) determines the recordation filing fee. The first title and/or registration number provided for a particular work constitutes a work. If a work is identified by more than one title or registration number, every additional title and registration number provided beyond the first counts as an alternate identifier for purposes of this item and in calculating the proper recordation filing fee. For example, if a document were to refer to “Harold & Kumar 2 (PAu003086781) a.k.a. Untitled Harold & Kumar sequel a.k.a. Harold & Kumar Go to Amsterdam,” the first title and registration number (Harold & Kumar 2 (PAu003086781)) would count as one work and the two alternate titles would count as two alternate identifiers.

If a work is described as being part of a larger work, only the specific work counts, and not the title and/or registration number for the larger work. For example, if the document were to refer to “*When You Wish Upon a Star* from *Pinocchio*,” the title “*When You Wish Upon a Star*” would count as one work, “*Pinocchio*” would not count as an additional work or alternate identifier. For more information about how to calculate works and alternate identifiers, see 37 C.F.R. § 201.3(c), 84 Fed. Reg. 29,135 (June 21, 2019), and 85 Fed. Reg. 9,374 (Feb. 19, 2020).

**Item 3: 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 4: 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 5: 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 6: 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 7: 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 8: Document type** Check the box that best describes the document. If you select “Other,” provide a description of the document.

**Item 9: Document’s Date of Execution** Provide the document’s date of execution. Partial date information may be provided, but must consist of one of the following options: Month / Day, Month / Year, or Year only.

**Item 10: Party Information** Provide the names of all parties to the document, including any alternate party names and name types (e.g., AKA, DBA, FKA, FSO, NKA, OBO, PKA).

When providing this information, provide it exactly as it appears in your document. If it does not appear in the document, you may still provide this information. Please also provide the nature of all parties' respective roles within the document. There are many different ways to describe an individual or organization's role within the document. When providing party roles, please use the exact terms as they appear in your document. If they do not appear in the document, please provide an appropriate role for each party. Some examples of different roles include: Assignor, Assignee, Grantor, Grantee, Licensor, Licensee, Executor, Trustee, Affiant, Declarant, Mortgagor, and Mortgagee.

To illustrate, Company A could be the "Assignor" while Company B could be the "Assignee"; Company A could be the "Licensor" while Company B could be the "Licensee"; Jane Smith could be the "Declarant." 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 11: 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. To make this certification, you must be either a party to the document, a successor-in-interest to a party, or a duly authorized agent of a party or successor-in-interest.

**Item 12: Document Certifications** Make the required document-related certifications—the True and Correct Copy Certification and the Recordation Eligibility Certification—by having them signed and dated by an appropriate individual. They can be made either by you (*i.e.*, the remitter identified in Item 11) or another individual and may be signed electronically. There are two types of certifications in this item.

The True and Correct Copy Certification pertains to whether the submitted document is an original or a copy. If it is the original document, check the first box. If it is a copy of the original that is accompanied by an Official Certification, check the second box. An Official Certification is 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. If the submitted document is not the 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, and signing on the signature line. The certifier must also indicate their relationship to the document, that is, whether the certifier is a party, a successor-in-interest to a party, or an authorized representative of a party or a successor-in-interest. A "Sworn Certification" is a statement made in accordance with 28 U.S.C. § 1746 that the copy of the document submitted for recordation is, to the best of the certifier's knowledge, a true 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 Certification or Official Certification.

The Recordation Eligibility Certification is a certification 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 and a signature must be provided below.

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.

**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 and provided in the document submitted for recordation or other materials accompanying the submission. 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, including, but not limited to, providing it in any document or other file, 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 Musical Works (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](http://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 and/or registration number of first work provided in document \_\_\_\_\_

**2** Total number of additional works and alternate identifiers in document \_\_\_\_\_

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

**4** Fee enclosed  Check  Money Order  
 Fee authorized to be charged to Copyright Office deposit account  
Deposit account number \_\_\_\_\_  
Deposit account name \_\_\_\_\_

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

**6** 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

**7** English translation  Check if an English translation of non-English material is enclosed

## 8 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 \_\_\_\_\_

## 9 Document's Date of Execution

\_\_\_\_\_

## 10 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

## 11 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 that all information I have submitted is true, accurate, and complete to the best of my knowledge, information, and belief, and is provided in good faith.***

***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 \_\_\_\_\_

## 12 Document Certifications

(These certifications can be made either by the remitter identified on the previous page or another individual. If a different individual is making each document certification, complete and attach an additional copy of this page.)

### True and Correct Copy Certification

- Original document enclosed     Official certification enclosed
- Sworn certification: *I certify under penalty of perjury that 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.*

<b>I am a(n)</b> (select one)	<input type="checkbox"/> <b>party</b>
	<input type="checkbox"/> <b>successor-in-interest to a party</b>  Describe your relationship to the document or the original parties to the document:
	<input type="checkbox"/> <b>authorized representative of a party</b>  Which party do you represent:
	<input type="checkbox"/> <b>authorized representative of a successor-in-interest to a party</b>  Which successor-in-interest do you represent:   Describe the successor's relationship to the document or the original parties to the document:

### Recordation Eligibility Certification

- I certify under penalty of perjury under the laws of the United States of America that the accompanying document being submitted to the U.S. Copyright Office for recordation, to the best of my knowledge, is a transfer of copyright ownership or other document pertaining to a copyright and satisfies all requirements for recordation, including the signature, completeness, legibility, and, if redacted, redaction requirements specified in 37 CFR § 201.4.*

*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 \_\_\_\_\_