

Filling Out Application Form CA

BASIC INFORMATION

Use Form CA When:

An earlier registration has been completed in the Copyright Office; and

Some of the facts given in that registration are incorrect or incomplete; and

You want to place the correct or complete facts on record.

Purpose of Supplementary Copyright Registration: As a rule, only one basic copyright registration can be made for the same work. To take care of cases where information in the basic registration turns out to be incorrect or incomplete, section 408(d) of the copyright law provides for the filing of an application for supplementary registration, to correct an error in a copyright registration or to amplify the information given in a registration.

Who May File: Once basic registration has been made for a work, any author or other copyright claimant or owner of any exclusive right in the work or the duly authorized agent of any such author, other claimant, or owner who wishes to correct or amplify the information given in the basic registration may submit Form CA.

Please Note:

Do not use Form CA to correct errors in statements on the copies or phonorecords of the work in question or to reflect changes in the content of the work. If the work has been changed substantially, you should consider making an entirely new registration for the revised version to cover the additions or revisions.

Do not use Form CA as a substitute for renewal registration. Renewal of copyright cannot be accomplished by using Form CA. For information on renewal of copyright, write the Copyright Office for Circular 15.

Do not use Form CA as a substitute for recording a transfer of copyright or other document pertaining to rights under a copyright. Recording a document under section 205 of the statute gives all persons constructive notice of the facts stated in the

document and may have other important consequences in cases of infringement or conflicting transfers. Supplementary registration does not have that legal effect.

For information on recording a document, request Circular 12 from the Copyright Office. To record a document in the Copyright Office, request the Document Cover Sheet.

How to Apply for Supplementary Registration:

First: Study the information on this page to make sure that filing an application on Form CA is the best procedure to follow in your case.

Second: Read the back of this page for the specific instructions on filling out Form CA. Before starting to complete the form, make sure that you have all of the necessary detailed information from the certificate of the basic registration.

Third: Complete all applicable spaces on this form following the line-by-line instructions on the back of this page. Use a typewriter or print the information in black ink.

Fourth: Detach this sheet and send your completed Form CA to: Register of Copyrights, Library of Congress, Washington, D.C. 20559-6000. Unless you have a Deposit Account in the Copyright Office, your application must be accompanied by a nonrefundable filing fee in the form of a check or money order for \$20 payable to: Do not send copies, phonorecords, or supporting documents with your application. They cannot be made part of the record of a supplementary registration.

What Happens When a Supplementary Registration is Made? When a supplementary registration is completed, the Copyright Office will assign it a new registration number in the appropriate registration category and will issue a certificate of supplementary registration under that number. The basic registration will not be cancelled. The two registrations will stand in the Copyright Office records. The supplementary registration will have the effect of calling the public's attention to a possible error or omission in the basic registration and of placing the correct facts or the additional information on official record.

LINE-BY-LINE INSTRUCTIONS

Please type or print using black ink.

A PART A: Identification of Basic Registration

General Instructions: The information in this part identifies the basic registration that will be corrected or amplified. Even if the purpose of filing Form CA is to change one of these items, each item must agree exactly with the information as it already appears in the basic registration, that is, as it appears in the registration you wish to correct. Do not give any new information in this part.

Title of Work: Give the title as it appears in the basic registration.

Registration Number: Give the registration number (the series of numbers preceded by one or more letters) that appears in the upper right-hand corner of the certificate of registration.

Registration Date: Give the year when the basic registration was completed.

Name(s) of Author(s) and Name(s) of Copyright Claimant(s): Give all of the names as they appear in the basic registration.

B PART B: Correction

General Instructions: Complete this part **only** if information in the basic registration **was incorrect at the time that basic registration was made**. Leave this part blank and complete Part C, instead, if your purpose is to add, update, or clarify information rather than to rectify an actual error.

Location and Nature of Incorrect Information: Give the line number and the heading or description of the space in the basic registration where the error occurs. Example: "Line number 3 . . . Citizenship of author."

Incorrect Information as it Appears in Basic Registration: Transcribe the incorrect statement exactly as it appears in the basic registration, even if you have already given this information in Part A.

Corrected Information: Give the statement as it should have appeared in the application of the basic registration.

Explanation of Correction: You may need to add an explanation to clarify this correction.

C PART C: Amplification

General Instructions: Complete this part if you want to provide any of the following: (1) information that was omitted at the time of basic registration; (2) changes in facts other than ownership but including changes such as title or address of claimant, that have occurred since the basic registration; or (3) explanations clarifying information in the basic registration.

Location and Nature of Information to be Amplified: Give the line number and the heading or description of the space in the basic registration where the information to be amplified appears.

Amplified Information: Give a statement of the additional, updated, or explanatory information as clearly and succinctly as possible.

Explanation of Amplification: You should add an explanation of the amplification if it is necessary to clarify the amplification.

D,E,F,G PARTS D,E,F,G: Continuation, Fee, Certification, Return Address

Continuation (Part D): Use this space if you do not have enough room in Parts B or C.

Deposit Account and Mailing Instructions (Part E): If you maintain a Deposit Account in the Copyright Office, identify it in Part E. Otherwise, you will need to send the nonrefundable filing fee of \$20 with your form. The space headed "Correspondence" should contain the name, address, and telephone number with area code of the person to be consulted if correspondence about the form becomes necessary.

Certification (Part F): The application is not acceptable unless it bears the handwritten signature of the author, or other copyright claimant, or of the owner of exclusive right(s), or of the duly authorized agent of such author, claimant, or owner.

Address for Return of Certificate (Part G): The address box must be completed legibly, since the certificate will be returned in a window envelope.

PRIVACY ACT ADVISORY STATEMENT

Required by the Privacy Act of 1974 (Public Law 93-579)

AUTHORITY FOR REQUESTING THIS INFORMATION:

- Title 17, U.S.C., Sec. 408(d)

FURNISHING THE REQUESTED INFORMATION IS:

- Voluntary

BUT IF THE INFORMATION IS NOT FURNISHED:

- It may be necessary to delay or refuse supplementary registration

PRINCIPAL USES OF REQUESTED INFORMATION:

- Establishment and maintenance of a public record
- Examination for compliance with legal requirements

OTHER ROUTINE USES:

- Public inspection and copying
- Preparation of public indexes
- Preparation of public catalogs of copyright registrations
- Preparation of search reports upon request

NOTE:

- No other advisory statement will be given you in connection with this application
- Please keep this statement and refer to it if we communicate with you regarding this application

REGISTRATION NUMBER

TX	TXU	PA	PAU	VA	VAU	SR	SRU	RE
----	-----	----	-----	----	-----	----	-----	----

EFFECTIVE DATE OF SUPPLEMENTARY REGISTRATION

Month Day Year

DO NOT WRITE ABOVE THIS LINE. IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET.

A

TITLE OF WORK †

REGISTRATION NUMBER OF THE BASIC REGISTRATION †

YEAR OF BASIC REGISTRATION †

NAME(S) OF AUTHOR(S) †

NAME(S) OF COPYRIGHT CLAIMANT(S) †

B

LOCATION AND NATURE OF INCORRECT INFORMATION IN BASIC REGISTRATION †

Line Number Line Heading or Description

INCORRECT INFORMATION AS IT APPEARS IN BASIC REGISTRATION †

CORRECTED INFORMATION †

EXPLANATION OF CORRECTION †

C

LOCATION AND NATURE OF INFORMATION IN BASIC REGISTRATION TO BE AMPLIFIED †

Line Number Line Heading or Description

AMPLIFIED INFORMATION †

EXPLANATION OF AMPLIFIED INFORMATION †

MORE ON BACK ↗

• Complete all applicable spaces (D -G) on the reverse side of this page.
• See detailed instructions. • Sign the form at space F.

DO NOT WRITE HERE

Page 1 of _____ pages

FUNDS RECEIVED DATE

EXAMINED BY

CHECKED BY

CORRESPONDENCE ☐REFERENCE TO THIS REGISTRATION ADDED TO
BASIC REGISTRATION ☐ YES ☐ NOFOR
COPYRIGHT
OFFICE
USE
ONLY

DO NOT WRITE ABOVE THIS LINE. IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET.

CONTINUATION OF: (Check which) ☐ PART B OR ☐ PART C

D

DEPOSIT ACCOUNT: If the registration fee is to be charged to a Deposit Account established in the Copyright Office, give name and number of Account.Name _____

Account Number _____**CORRESPONDENCE:** Give name and address to which correspondence about this application should be sent.Name _____
Address _____
(Apt) _____
(City) _____ (State) _____ (ZIP) _____
Area Code and Telephone Number _____Be sure to
give your
daytime phone
number

E

CERTIFICATION* I, the undersigned, hereby certify that I am the: (Check one)☐ author ☐ other copyright claimant ☐ owner of exclusive right(s) ☐ duly authorized agent of _____(Name of author or other copyright claimant, or owner of exclusive right(s))
of the work identified in this application and that the statements made by me in this application are correct to the best of my knowledge.

Typed or printed name _____

Date _____



Handwritten signature (X) _____

F

MAIL
TO

Name _____

Number/Street/Apt _____

City/State/ZIP _____

Certificate
will be
mailed in
window
envelope**YOU MUST:**

- Complete all necessary spaces
- Sign your application in space F

**SEND ALL ELEMENTS
IN THE SAME PACKAGE:**

1. Application form
2. Nonrefundable \$20 filing fee in check or money order payable to
Register of Copyrights

MAIL TO:Register of Copyrights
Library of Congress
Washington, D.C. 20559-6000

G

*17 U.S.C. § 506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.