



Copyright Memorandum

(Please Read Carefully Before Filling In)

There are two broad categories of copyrightable works: First, unpublished works; and second, published works. In general, the term of a copyright where the author is an individual is the life of the author plus 70 years; where the author is a corporation or other entity (or employee thereof) the term generally is 95 years.

The copyright notice for published material is: © (year date) (name of owner). This notice should be placed on the front cover or title page. The copyright notice for sound recordings is: ℹ (year date) (name of owner). This notice should appear on a label affixed to the sound recording at the time of first publication. Publication is defined by the copyright law as “the distribution of copies of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending” and “the offering to distribute copies to a group of persons for further distribution.” If registration is completed within three months of publication, additional remedies are available. In order that filing of the application for copyright registration may be accomplished without unnecessary correspondence and delay, please fill in the following:

1. State briefly nature of work _____
(Example: Book, lecture, sermon, musical composition, computer program, etc.)
2. Is it in unpublished form? (“Yes” or “No”) _____
3. Is it published in copies for sale or distribution? (“Yes” or “No”) _____
4. Print below (a) full legal name (b) address of copyright owner or owners (May be individual, firm or corporation)
 - (a) _____
(First) (Middle) (Last)
 - (b) _____
5. Print (a) name, (b) citizenship, (c) address, and (d) year date of birth of author, if an individual
 - (a) _____
(First) (Middle) (Last)
 - (b) _____
(Citizenship MUST be given)
 - (c) _____
 - (d) _____
6. Give title of work _____

(Title MUST be included in formal application)

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7. If work is revision of or encompasses preexisting work, identify the preexisting work and the nature of the revisions (modifications, additions, screen play, etc.). If the preexisting work is registered, give number, plus title and author. _____

8. State day, month and year when work was first placed on sale, sold or otherwise publicly distributed _____

9. State year in which creation of work was completed _____

10. Work printed by _____
(Name of Printing Establishment)

Address of Printing Establishment (City and State) _____

11. Name of establishment that set type and/or made plates _____

12. (For a bound book) give name and address of binder _____

13. Any other information bearing on the case may be stated on the reverse side.

Submitted by _____
(Name of applicant for copyright)

Name of Local Lawyer (if any)
