

COPYRIGHT REGISTRATION CHECKLIST



GROUP OF PHOTOS

Follow these steps to register a copyright for a group of photos:

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 Other Registration Options, click on Register a Group of Photographs
5. Click Start Registration at the top of the screen
6. Select Type of Work: Group: Published Photographs or Unpublished Photographs and check the box to confirm that you meet the eligibility requirements for filing the selected Group Registration; then click Continue at the top of the page
7. Click New; enter the Title of Group, the Year of Completion, and select the Number of Photos in Group; then click Save
8. Click Continue
9. 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
10. Once all authors are added, click Continue
11. 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.
12. 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

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- b. If no, click Continue
13. For Correspondent, click Add Me; make sure all required information is filled in; click Continue
14. 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
15. Unless you meet the requirements for special handling, click Continue
16. Click the certification box and type your name in the text box marked Name of certifying individual
 - a. Type in file name for required numbered list of photographs (click Help to the right of this field to be directed to a guide on creating this list, including how to name the file)
 - b. Click Continue
17. Review the information to make sure it is correct; if information is correct, click Add to Cart at the top of the page
18. Click Checkout
19. Select your preferred method of payment
20. Fill in the required payment information for your selected payment option; click continue
21. Enter your email address and check the box to authorize the charge; select Submit Payment
22. 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
23. Read the instructions for uploading your work
 - a. A digital copy must be submitted for each photo included in the group (in JPEG, GIF, or TIFF format);
 - b. Additionally, a list containing the title, file name, and year of publication (if published) must be submitted (instructions for completing this list are available by clicking the Help button on the Certification page):
 - 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"

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