

## U.S. Copyright Registration Walkthrough

Step-by-Step Walkthrough for Registering Works with the U.S. Copyright Office

This guide provides a comprehensive step-by-step process for registering your creative works with the U.S. Copyright Office, including a sample application with detailed information.

### Sample Details for Registration

- Title of Work: *Reflections in Blue*
- Type of Work: Visual Art (Painting)
- Author's Full Legal Name: Alex Morgan
- Author's Pseudonym (if any): A. Morgan
- Author's Address: 1234 Creative Lane, Artville, NY 10001
- Year of Creation: 2023
- Publication Status: Unpublished
- Claimant: Alex Morgan (same as author)
- Rights and Permissions Contact: Jordan Taylor, 1234 Creative Lane, Artville, NY 10001, jordan.taylor@email.com
- Correspondent: Riley Bennett, 5678 Legal Blvd, Suite 101, Lawtown, NY 10002, riley.bennett@lawfirm.com
- Deposit Material: High-resolution digital image of the painting

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### Step 1: Create an Account with the U.S. Copyright Office

1. Go to: [U.S. Copyright Office Registration Portal](#)
2. Click: "Log in to eCO" and select "New User" to create an account.
3. Provide Required Information:
  - Full name, mailing address, email, and phone number.
4. Confirm Your Account: Check your email for confirmation and follow the instructions to activate your account.

### Step 2: Start a New Copyright Registration Application

1. Log in to your eCO account.
2. On the dashboard, click "Register a New Claim".
3. Select "Standard Application" for most works.

### Step 3: Complete the Application Form

#### A. Type of Work

- Select Visual Arts from the dropdown menu.

#### B. Title of Work

- Enter the title: *Reflections in Blue*.

#### C. Publication/Completion Information

- Indicate Unpublished (if applicable).
- Enter Year of Completion: 2023.

#### D. Author Information

# The Creative Shield: The Artist's Guide to Copyrights, Trademarks & Brand Monetization

- Name: Alex Morgan
- Citizenship: United States
- Domicile: United States
- Was this work made for hire? No
- Author's Contribution: Painting

## E. Claimant Information

- Name: Alex Morgan
- Address: 1234 Creative Lane, Artville, NY 10001

## F. Rights and Permissions Contact

- Name: Jordan Taylor
- Address: 1234 Creative Lane, Artville, NY 10001
- Email: jordan.taylor@email.com

## G. Correspondent Information

- Name: Riley Bennett
- Address: 5678 Legal Blvd, Suite 101, Lawtown, NY 10002
- Email: riley.bennett@lawfirm.com

## Step 4: Upload Deposit Material

1. Upload a High-Resolution Image: The digital copy of *Reflections in Blue* (JPEG or PDF).
2. Ensure the file does not exceed 500 MB.

## Step 5: Certify and Review

1. Certification Statement: Check the certification box to confirm that all information provided is accurate.
2. Signature: Type the full legal name: Alex Morgan.
3. Review: Double-check all sections before proceeding.

## Step 6: Pay the Registration Fee





1. Standard Application Fee: \$45 (as of 2023).
2. Payment Methods: Credit card, ACH debit, or deposit account.
3. After payment, you will receive a confirmation email with your case number.

## Step 7: Confirmation and Processing

- The Copyright Office will review the application.
- Processing Time: Typically, 3-8 months for electronic submissions.
- You will receive a certificate of registration via mail once approved.

## Sample Completed Application Overview

### Final Tips for Successful Registration

-  Use accurate and consistent information throughout the application.
-  Double-check copyright ownership details, especially for collaborations.
-  Make sure the deposit material is clear and high-quality.
-  Review the U.S. Copyright Office FAQ for updates on fees and requirements.

# The Creative Shield: The Artist's Guide to Copyrights, Trademarks & Brand Monetization

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