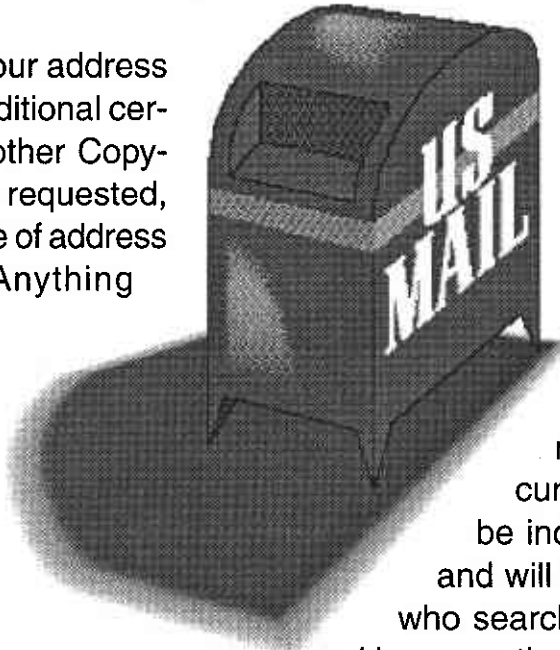


**Y**ou recently contacted the Copyright Office to change your address. This office maintains addresses in different files; therefore, it is essential that you inform us **which** address you are attempting to change.

If you need to change your address to receive an original or additional certificate, certified copy, or other Copyright Office service already requested, please file an official change of address with your Post Office. Anything mailed to you will be forwarded to your new address. We can check our files to see if the Post Office has returned your mail. For this service, write to:

Library of Congress  
Copyright Office  
Materials Control Section  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

**PLEASE NOTE:** Because the Copyright Office receives vast quantities of material, it is not feasible to track down in-process materials.



You can change an address on a completed registration in one of two ways:

1. You may file a document listing all your registered works by title and registration number, along with your new address. Your current address will then be included in our records and will be available to those who search the documents file. However, the original registration records are not changed. The document must bear the original signature of the copyright owner or an authorized representative. The recording fee for a document covering no more than one title is

# Changing Your Address



\$80\*. An additional charge of \$20\* is made for each group of 10 or fewer additional titles. See Circular 12, "Recordation of Transfers and Other Documents," for further information.

**OR**

2. You can file a supplementary registration on Form CA to amend a completed registration to indicate the new address. There is a \$100\* fee for filing Form CA. If you have multiple registrations, filing a Form CA only on the **most recent** registration will effectively get your new address on record. Filing a registration for a new work in the future will also effectively do this. See Circular 8, "Supplementary Copyright Registration," and the instructions for Form CA for further information.

\*Registration filing fees are subject to change. For information on the fee changes, please check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000.

If you need to change an address for a **deposit account**, write to:

Library of Congress, Copyright Office  
Fiscal Control Section/Dep. Acct.  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

email: [DepositAccounts@loc.gov](mailto:DepositAccounts@loc.gov)  
Fax: (202) 707-1899



## For Further Information

**Information via the Internet:** Frequently requested circulars, announcements, regulations, other related materials, and all copyright application forms are available via the Internet. You may access these from the Copyright Office homepage at

[www.copyright.gov](http://www.copyright.gov)

**Information by fax:** Circulars and other information (but not application forms) are available by using a touchtone phone to access Fax-on-Demand at (202)707-2600.

**Information by telephone:** For general information about copyright, call the Copyright Public Information Office at (202)707-3000. The TTY number is (202)707-6737. Information specialists are on duty from 8:30 a.m. to 5:00 p.m., eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them from the Forms and Publications Hotline at (202)707-9100 24 hours a day. Leave a recorded message.

**Information by regular mail:** Write to:

Library of Congress  
Copyright Office  
Publications Section, LM-455  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

Library of Congress • Copyright Office • 101 Independence Avenue, S.E. • Washington, D.C. 20559-6000  
[www.copyright.gov](http://www.copyright.gov)