



# CONTINUATION SHEET FOR FORM VA

## Instructions for Group Registration of Published Photographs

Detach and read these instructions before completing this form.

Make sure all applicable spaces have been filled in before you return this form.

### Basic Information

**When does a group of photographs qualify for a single registration using Form GR/PPh/CON?** For published photographs, a single group copyright registration can be made if all the following conditions are met:

- 1 All the photographs are by the same author, who may be an individual or an employer for hire
- 2 All the photographs are published in the same calendar year
- 3 All the photographs have the same copyright claimant(s)

**When to use this form:** You may use Form GR/PPh/CON to list title and publication date information to supplement Form VA for a group of published photographs that qualify for a single registration under Section 202.3 of the Copyright Office regulations. Use of Form GR/PPh/CON is optional.

**The advantage of group registration:** Any number of photographs published within a calendar year may be registered “on the basis of a single deposit, application, and registration fee.”

**Cautions about group registration:** If infringement of a published work begins before the work has been registered, the copyright owner can obtain the ordinary remedies for copyright infringement (including injunctions, actual damages and profits, and impounding and disposition of infringing articles). However, the owner cannot obtain special remedies (statutory damages and attorney’s fees) unless registration was made before the infringement commenced or within 3 months after first publication of the work. **To be certain that your application, deposit, and fee are received in the Copyright Office within 3 months of publication of the earliest published photograph within the group, you may wish to register fewer than 3 months of published photographs on a single application.**

**This Form GR/PPh/CON:**

- May only be submitted together with a Form VA.
- Must list a group of works that qualifies for a single copyright registration.

### Procedures for Group Registration of Photographs

- 1 You **must** file a basic application on Form VA that contains information required for copyright registration.
- 2 Use of Form GR/PPh/CON together with Form VA is optional, but en-

couraged. Form GR/PPh/CON provides separate identification for each photograph and gives information about the first publication of each as required by the regulation.

### What Copies Should Be Deposited for a Group Registration of Photographs?

You must deposit a copy of each photograph included in the group for which registration is sought. One copy of each photograph should be submitted in one of the following formats. The formats are listed in the Library of Congress’s order of preference:

- Digital form on one or more CD-ROMS including CD-RWS and DVD-ROMS, in one of these formats: JPEG, GIF, TIFF, or PCD
- Unmounted prints at least 3 inches by 3 inches in size, but no larger than 20 inches by 24 inches
- Contact sheets
- Slides, each with a single image
- A format in which the photograph has been published, for example, clippings from newspapers or magazines
- A photocopy of each photograph, which must be either a photocopy of an unmounted print at least 3 inches by 3 inches in size, but no larger than 20 inches by 24 inches, or a photocopy of the photograph in its published format. It must be a color photocopy if the photograph was published in color.
- Slides, each containing up to 36 images
- A videotape clearly depicting each photograph

**Note:** For a photograph published before March 1, 1989, the copy of the photograph must be one that shows the photograph as it was first published. The copy of the photograph must show the copyright notice, if any, that appeared on, or in connection with, the photographic work. This is necessary because the copyright law in effect from January 1, 1978, through February 28, 1989, required that a work be published with a copyright notice identifying the owner of the copyright and the year date of first publication of the work. (For more information on copyright notice, consult Circular 3.) The deposit copy for a photograph published prior to March 1, 1989 may be any of the above-listed formats as long as the format deposited faithfully reproduces the photograph in its exact, first-publication appearance.

### Line-by-Line Instructions for Registering a Group of Published Photographs on Form VA (with or without a Form GR/PPh/CON [Continuation Sheet])

Please type or print using black ink. The form is used to produce the certificate.

It is possible to register a group of published photographs using only Form VA. However, the Copyright Office encourages you also to use Form GR/PPh/CON so that the registration record in the Copyright Office is more complete.

#### 1 Space 1: Title

You must give a title for the group (for example: John Smith’s published photos 2001). In the “previous or alternative titles” space you must state “Group Registration/Photos” and give the approximate number of photographs in the group (for example: Group Registration/Photos; approx. 450 photographs).

If you complete Form GR/PPh/CON, list an identifying title, publication date, and nation of first publication in Space B. You are also encouraged, but not required, to provide a brief description of each photograph.

#### 2 Space 2: Author

Give the name and other information about the single author of all the photographs in the group. If the photographs are works made for hire, you must include both the name of the employer for hire and the name of the photographer (for example: “XYZ Corporation, employer for hire of John Doe”). Under “nature of authorship,” check only the box for “photograph.” **To qualify for a group registration, all the photographs must be by the same individual photographer.**

### 3 Space 3a: Year of Creation

Give the calendar year in which you completed the most recent photograph you are registering at this time.

### 4 Space 3b: Publication

The statute defines “publication” as “the distribution of copies or phonorecords of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending.” A work is also “published” if there has been an “offering to distribute copies or phonorecords to a group of persons for purposes of further distribution, public performance, or public display.”

**All published on same date:** If the photographs in a group were all published on the same date, give the date of publication (month, day, and year) and the nation where publication first took place. In this case, you may complete a Form GR/PPh/CON to list the individual titles in the group and to describe each photograph, but you do not have to give the publication date either on the continuation sheet or on the deposited images.

**All published on different dates (within the calendar year):** If the photographs in a group were published on different dates, you must give the range of dates of publication (for example: January 1 – December 31, 2001) in space 3B and give the individual publication date of each photo either as a separate entry on Form GR/PPh/CON or on each image deposited.

If you provide the individual publication dates on Form GR/PPh/CON, you should label the photographs in the deposit in such a way that, for each photograph included in the deposit, it will be possible to determine its publication date. For example, you should number each box for each of the entries on Form GR/PPh/CON, and you may elect to write the number of each entry on the back of the corresponding photograph (or, if you deposit photographs in digital formats, use the number in the box as the file name of the corresponding photograph).

**All published within 3 months of registration:** If each photograph in a group is first published within 3 months before the date on which an acceptable application, deposit, and fee are received in the Copyright Office, you may give the range of publication dates, (for example: February 15 – May 15, 2001) in space 3B of the application without giving publication dates on the deposited images or on a Form GR/PPh/CON. However, you are encouraged to provide individual publication dates to create a more complete record.

### 5 Space 4: Claimant(s)

**Name(s) and Address(es) of Copyright Claimant(s):** Give the name(s) and address(es) of the copyright claimant(s) in this work even if the claimant is the same as the author. Copyright in a work belongs initially to the author of the work, including, in the case of a work made for hire, the employer or other person for whom the work was prepared. The copyright claimant is either the author of the work or a person or organization to whom the copyright initially belonging to the author has been transferred.

**Transfer:** The statute provides that, if the copyright claimant is not the author, the application for registration must contain “a brief statement of how the claimant obtained ownership of the copyright.” If any copyright claimant named in space 4 is not an author named in space 2, give a brief statement explaining how the claimant(s) obtained ownership of the copyright. Examples: “By written contract”; “Transfer of all rights by author”; “Assignment”; “By will.” Do not attach transfer documents or other attachments or riders.

### 6 Spaces 5 and 6

Not applicable; leave blank.

### 7 Spaces 7, 8, and 9

Complete where applicable.

# CONTINUATION SHEET FOR FORM VA

## for Group Registration of Published Photographs

REGISTRATION NUMBER \_\_\_\_\_

USE ONLY WITH FORM VA

EFFECTIVE DATE OF REGISTRATION

(Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

CONTINUATION SHEET RECEIVED

Page \_\_\_\_\_ of \_\_\_\_\_ pages

- This optional Continuation Sheet (Form GR/PPh/CON) is used only in conjunction with Form VA for group registration of published photographs.
- If at all possible, try to fit the information called for into the spaces provided on Form VA, which is available with detailed instructions.
- If you do not have enough space for all the information you need to give on Form VA or if you do not provide all necessary information on each photograph, use this Continuation Sheet and submit it with completed Form VA.
- If you submit this Continuation Sheet, clip (do not tape or staple) it to completed Form VA and fold the two together before submitting them.
- Space A of this sheet is intended to identify the author and claimant.
- Space B is intended to identify individual titles and dates of publication (and optional description) of individual photographs.
- Use the boxes to number each line in Part B consecutively. If you need more space, use additional Forms GR/PPh/CON.
- Copyright fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000.

DO NOT WRITE ABOVE THIS LINE. FOR COPYRIGHT OFFICE USE ONLY

# A

Identification  
of Application

**IDENTIFICATION OF AUTHOR AND CLAIMANT:** Give the name of the author and the name of the copyright claimant in all the contributions listed in Part B of this form. The names should be the same as the names given in spaces 2 and 4 of the basic application.

Name of Author \_\_\_\_\_

Name of Copyright Claimant \_\_\_\_\_

# B

Registration  
for Group of  
Published  
Photographs

**COPYRIGHT REGISTRATION FOR A GROUP OF PUBLISHED PHOTOGRAPHS:** To make a single registration for a group of works by the same individual author, all published within 1 calendar year (*see instructions*), give full information about each contribution. If more space is needed, use additional Forms GR/PPh/CON. Number the boxes.

Number	Title of Photograph _____
	Date of First Publication _____ (Month) _____ (Day) _____ (Year) Nation of First Publication _____
	Description of Photograph _____ (Optional)
Number	Title of Photograph _____
	Date of First Publication _____ (Month) _____ (Day) _____ (Year) Nation of First Publication _____
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B

Registration for Group of Published Photographs (continued)

Certificate will be mailed in window envelope to this address:

Name ▼
Number/Street/Apt ▼
City/State/Zip ▼

**YOU MUST:**

- Complete all necessary spaces
- Sign your application

**SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:**

- 1 Application form
- 2 Nonrefundable fee in check or money order payable to *Register of Copyrights*
- 3 Deposit material

**MAIL TO:**

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

C

Fees are subject to change. For current fees, check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov) call (202) 707-3000.