

HAVE A QUESTION ABOUT THE *Single Application?*

What is a Single Application?

The Single Application is a simplified online registration option for registering claims in one work by a single author (not made for hire) who is also the sole owner of all rights in the work (i.e., no rights may have been transferred to another person or entity). It is a registration accommodation that is only available for claims that meet the Office's eligibility requirements.

Multiple works and certain types of works are not eligible for this registration option because they create a more complex application that takes additional time to examine.

The following are the eligibility requirements for a single application:

- Electronic registration only
- All the authorship contained in the work and in the deposit is by the same author
- One work (excludes collections of individual works)
- The work is by a single author (excludes joint works and works made for hire)
- The author must also be the sole claimant/owner
- The application must be submitted by the author/claimant or an authorized third party who lists itself as the correspondent

Examples of works that *may be eligible* for a Single Application if all of the material in the work was created and owned by a single author:

LITERARY WORK

one article
one nonfiction monograph
one essay
one novel
one poem
one short story

MOTION PICTURE WORK

one motion picture
one audiovisual work
one video game

PERFORMING ARTS WORK

one song with music and/or lyrics
one instrumental composition
one screenplay
one script
one treatment

SOUND RECORDING WORK

one sound recording
one song and sound recording

VISUAL ARTS WORK

one carpet design
one drawing
one fabric design
one logo
one photograph
one map
one technical drawing of one object
one piece of jewelry
one poster
one sculpture
one wallpaper design

What types of works are not eligible for the Single Application and must be filed on a Standard Application?

The following are *not eligible* for a Single Application:

- works by more than one author (e.g., multiple performers, writers, artists, actors)
- deposits containing elements by more than one author (e.g., comic book with text and illustrations by two authors)
- works with more than one owner
- joint works
- works made for hire
- multiple works (e.g., unpublished and published collections)
- multiple versions of a work
- collective works (e.g., serial publications, anthologies)
- units of publication
- group registration options
- databases
- websites
- choreography

Examples of works which are *not eligible* for a Single Application:

LITERARY WORK

two or more poems
two or more stories
two or more articles
collective work
database
dictionary
directory
encyclopedia
serial
website

MOTION PICTURE WORK

two or more motion pictures
two or more audiovisual works
more than one version of a motion picture
more than one version of an audiovisual work
choreography

PERFORMING ARTS WORK

two or more songs
two or more scripts
two or more treatments
more than one version of a song
song and liner notes
song and cover artwork
more than one version of a script
more than one version of a treatment
script and accompanying illustrations
musical play, script, and songs
choreography

SOUND RECORDING WORK

two or more sound recordings
different versions of a sound recording
sound recording track(s) and liner notes or artwork

VISUAL ARTS WORK

two or more pieces of jewelry
two or more photographs
two or more drawings
architectural work
database

Where in the application process do I choose between the Single and Standard Application?

After you log into your eCO account and click on the “Register a new claim” link, you will be asked to answer “yes” or “no” to three questions to determine the appropriate application for registering your work. The statements are:

- 1 Are you registering *one work* (one song, one poem, one illustration, etc.)?
- 2 Are you the *only author and owner* of the work (or the agent of the individual author who is also the only owner)?
- 3 Does the work you are sending contain material created *only by this author*?

If you answer “yes” to all three questions, you will proceed with the online application using the Single Application—for one work by a single author who is also the sole owner of all rights in the work that is not made for hire (i.e., no rights may have been transferred to another person or entity). The fee for the Single Application is \$35. If you determine that the work is not eligible for the Single Application while completing the online application and that you should be using the Standard Application instead, click on the “change application” link. The fee for the Standard Application is \$55.

If you answer “no” to one or more of three questions above, you will proceed with the online application using the Standard Application. The Standard Application allows you to enter multiple titles, authors, and claimants as appropriate to the work being registered. This application is also needed if any author of the work is not an individual or if a transfer of copyright ownership has occurred.

Can I upload multiple files?

If you intend to upload more than one file, it is likely that the claim does *not* meet the Single Application requirements. Moreover, uploading one .zip file containing multiple files will not meet the Single Application requirements. The application is limited to one work (i.e., one item), and may not be used for one upload that contains multiple works (i.e., two or more items).

Exceptions include uploading identifying material that requires multiple representations of one work (e.g., multiple photographs of a three-dimensional sculptural work, the first and last 25 pages of a computer program, or a written description for a motion picture).

If the work does *not* meet the requirements for “one” work, you should answer “No” to the question “Are you registering one work?” at the beginning of the application process.

What happens if I submit a Single Application when I should have submitted a Standard Application?

Using the Single Application when a work does not meet all of the eligibility requirements will result in processing delays, an additional fee, and an effective date of registration based on the date that the Office receives the proper fee. The Office will review Single Applications to determine if they meet *all* the eligibility requirements. If the work is determined ineligible for registration on a Single Application, you will be contacted at the email address listed on your application, with instructions on how to pay the additional fee and resubmit on the Standard Application. Please note that the Office will make the final determination on whether or not a work is eligible for registration on the Single Application.

If you determine after you submit a Single Application that the work should be registered on a Standard Application, please send an email to copyinfo@loc.gov or contact the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, Monday through Friday, eastern time, except federal holidays. The staff member will add a note in the record to the registration staff. Since applications are handled in the order in which they are received, please note that it may take several months for the registration staff to respond to you.

My work contains multiple types of authorship. Can I use the Single Application?

If the work you intend to register constitutes a single work that includes interdependent or inseparable elements of authorship by the same author, you may use the Single Application as long as the elements are contained in the work deposited.

Examples:

- Musical work where you are the sole author and owner of the lyrics and the music
- Children's book where you are the sole author and owner of the text and illustrations
- Novel where you are the sole author and owner of the text and photographs

NOTE: *If a work contains multiple authors or performers, the standard application **must** be used.*

Can a third party file a claim using the Single Application?

A third party may submit a Single Application on behalf of the author/claimant provided that the party lists itself as the correspondent and provided that the claim meets the Single Application requirements.

For Further Information

By Internet

Circulars, announcements, regulations, all application forms, and other materials are available from the Copyright Office website at www.copyright.gov. To send an email communication, select *Contact Us*.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. If you want to request paper application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 and leave a recorded message.

By Regular Mail

Write to
Library of Congress
Copyright Office
101 Independence Avenue, SE
Washington, DC 20559