



# Recordation System Overview

Copyright Office Modernization  
Webinar Series

June 27, 2022

The webinar will begin promptly  
at 1:00 p.m. eastern time

**Copyright**  
United States Copyright Office

# SUBMITTING QUESTIONS

**To submit a question**, use the Q&A dialog box in the lower right corner. You may submit a question during any portion of this webinar; however, questions will be answered at the end of the presentation.

**Please note:** we may not be able to answer all questions received in the allotted time. Thank you.

# INTRODUCTION



**Shira Perlmutter**

Register of Copyrights and  
Director of the United States Copyright Office

# INTRODUCTION AND SPEAKERS



**KanKan Yu**

Management and Program  
Analyst



**Shawn Gallagher**

Management and Program  
Analyst

# INTRODUCTION AND SPEAKERS



**Denise Wofford**

Assistant Register and Director,  
Office of Copyright Records



**Sylvester Simpkins**

Head, Recordation Division

# INTRODUCTION AND SPEAKERS



**Mike Nibeck**

Chief, Software Engineering  
Division

# Recordation Program

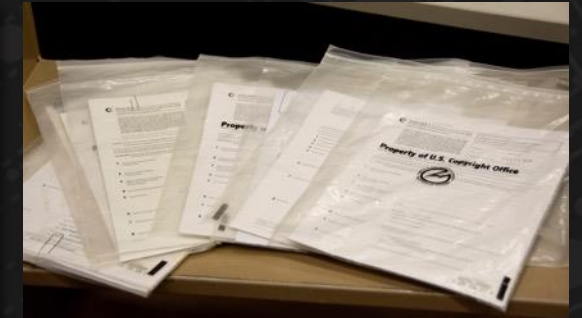
## Presentation Agenda

- Why Modernize?
- User Centric Design
- Login.gov
- Recordation System
- Special Pilot Program Rules
- System Highlights
- Frequently Asked Questions
- Collaboration



# Why Modernize?

- One of the few paper-only processes remaining
- Manually process receipt and payment
- Manually ingest titles
- Long processing times
- Outdated IT systems unable to keep up with customer and Office needs





# Recordation System – Pilot Program

- Released to a limited set of users in April 2020
- Limited to transfers of copyright ownership and other documents pertaining to copyright that fall under section 205 of Title 17
  - Includes special handling requests
  - Special pilot rules for participants
  - Notices of termination are not included at this time
- Over 7,800 documents recorded to date
- Over 319,000 works recorded into the public catalog

# Recordation System – Pilot Program

- 80 organizations with over 200 individuals participated in the pilot program
- Processing times observed on scale of weeks for invited pilot users to date (still observing processing times with increased service request (SR) volume as we expand the pilot)

“Just wanted to say that my organization finally submitted our first filings through the Pilot System, and it was a very positive experience. Well done, and thank you, everyone!”

“We have had great success using the system and are hoping to introduce it to two other users in our company.”

“Thanks again for all your work and the result so far. Really hot stuff!”

”Very pleased with the recordation pilot program thus far.”

“I think it is going great too!!! Super nice system!!”

# Special Pilot Program Rules

## U.S. Copyright Office Special Pilot Program Rules for Electronic Recordation

### U.S. Copyright Office Recordation System: Rules for Electronic Recordation in the Expanded Pilot

**July 2022:** Any member of the public may now participate in the expanded pilot program, allowing electronic recordation, by establishing an account in the online Recordation System.

This means that you may submit certain types of documents for recordation electronically through the new online system. The pilot program is governed by 37 C.F.R. § 201.4(h) and the below expanded special pilot program rules. Participation is optional; you may currently continue to submit documents for recordation in paper form. To the extent any pilot program rule conflicts with any other regulation, rule, instruction, or guidance issued by the Copyright Office, the pilot program rule will govern submissions made pursuant to the pilot program.

**Expanded Special Pilot Program Rules:**

# User Centric Design

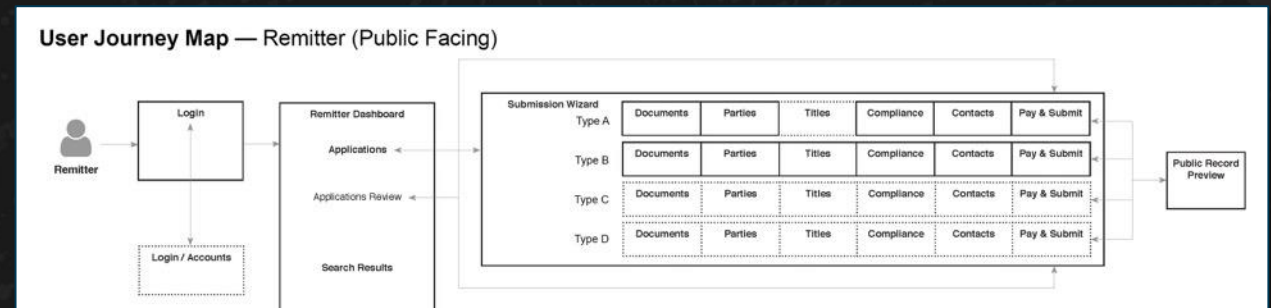
- Engaged users throughout the process to gain insight on how they navigate the recordation process
- Understand how they work, their priorities, and what obstacles they encounter within the application
- Designed journey maps from user input and gathered feedback to refine and validate the process
- Continue to engage throughout the pilot program



“How would you use this?”

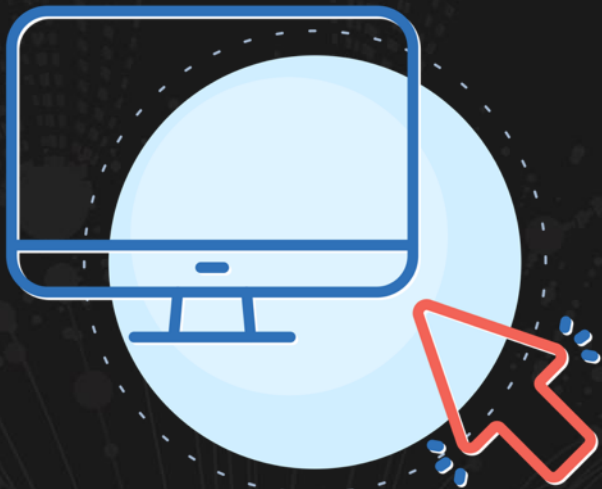


“Is this intuitive?”



# Login.gov

<https://login.gov>



# System Highlights

## Recordation System Features

- Account management (self-service)
- Online submission for Basic/205
- Online payment collection
- Digital certificate and numbered document available when filings are approved for recordation
- Online status tracking
- Centralized messaging center for correspondence
- Notifications and alerts for key events
- Search

## Limitations

- The recordation system supports up to 10,000 works per submission. Please continue using the paper submission process for documents that contain more than 10,000 works.

## Browser Compatibility

- Chrome, Firefox, Edge
- Internet Explorer is not supported

# Remitter Portal - Dashboard

Centralized correspondence and messaging center

Notification center and manage user and organization profiles

Copyright | Recordation System

Applications Search Accounts

Home / Applications

Applications

Start new application

Track service request status

All (119)  Flagged (5)  Drafts (13)  Pending (1)  In review (48)  Closed (52)

Hide withdrawn & rejected

Displaying 1-10 of 119

Display assigned to:

<input type="checkbox"/>	Type	Reference	Works	Status	Detail
<input type="checkbox"/>	Affidavit / Declaration / Certifi...	1265	The Matrix; Escape from the (5528)	Draft	<a href="#">Complete application</a>
<input type="checkbox"/>	Mortgage / Security Agreement	275	Bathtub. He Asked!; C'mon (15)	In review	<a href="#">Read message</a>
<input type="checkbox"/>	Assignment	779	Forever Young (1)	Closed	<a href="#">Inactive draft</a>

# Remitter Portal – Submission Wizard

Application/service request (SR) progress bar

Application/ SR form—Designed to guide the user through the process

Documents ✓ Parties ✓ Works ✓ Contacts Pay & Submit

### Document

Under the Copyright Act, the U.S. Copyright Office accepts certain types of documents for filing and indexing into the Office's public records. This service is called recordation.

#### Recordation type

To begin the application, indicate the type of recordation you would like to make :

Basic/205

#### Upload a document

Please upload the document you would like to record with the Copyright Office.

Check that your document adheres to the requirements in [section 205](#) of the Copyright Act and [section 201.4](#) of the Copyright Office's regulations. For example, the transfer or other document pertaining to a copyright must be signed, complete, and legible.

**Note:** The Copyright Office currently is only accepting unredacted English-language documents. To record a redacted document, non-English-language document, or an English-language document containing non-English indexing information, please use the paper submission option.

Upload a file:

File Name: V9908 D131 copy.pdf

[Click here to upload a document or to replace an existing one.](#) You may also drag and drop a file from your desktop to this box.

Accepted file type: PDF / File size limit: 10 MB

#### Document Certifications

You are required to make two certifications about the uploaded document. The **True and Correct Copy** certification asks you to certify that your document is a true and correct copy of the original. The **Recordation Eligibility** certification asks you to certify that your document meets the eligibility requirements for recordation.

### Help: Document

[Collapse all](#)

#### Recordation Type

Select Basic Document if you are submitting a document that is a transfer of copyright ownership or other document pertaining to a copyright that is recordable under [section 205](#) of the Copyright Act and [section 201.4](#) of the Copyright Office's regulations.

A transfer of copyright ownership is an assignment, mortgage, exclusive license, or any other conveyance, alienation, or hypothecation of a copyright or of any of the exclusive rights comprised in a copyright, whether or not it is limited in time or place of effect, but not including a nonexclusive license.

A document pertaining to a copyright is any document that has a direct or indirect relationship to the existence, scope, duration, or identification of a copyright, or to the ownership, division, allocation, licensing, or exercise of rights under a copyright. That relationship may be past, present, future, or potential.

[Upload a document](#)

[Document Certifications](#)

On-screen help allows users to toggle additional help content while filling out service request

Written in plain English

Links to external sources for additional details



# Remitter Portal – Pay and Submit

Online payment collection

Request special handling (as needed)

Breakdown of fees

### Pay & submit your application [? Help](#)

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#### Select a payment method [? Help](#)

Pay.gov - credit card, debit card, or ACH

Deposit account

---

#### Order summary [? Help](#)

Basic | Non-Exclusive License | SR# 160273 [Review application](#)

Party 1 - Jane Doe

Party 2 - John Doe

86 works

---

#### Special handling type

Pending or prospective litigation

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#### Justification

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus metus erat, pulvinar ac bibendum nec, hendrerit in turpis. Nam finibus eu elit in euismod. Nullam cursus felis quis iaculis eleifend. Etiam blandit arcu et lacus gravida sollicitudin. Nam at

[Remove special handling](#)

---

#### Fee breakdown [? Help](#)

Fee type	Amount
Base fee	\$95.00
Additional work and alternate identifier fee	\$225.00
Special handling fee	\$550.00
<b>Total</b>	<b>\$870.00</b>

---

#### Certify & checkout [? Help](#)

SR# 160273

Basic | Non-Exclusive License; (86) works

Special handling

**Total for this order: \$870.00**

---

#### Certifying authority to submit

I certify under penalty of perjury under the laws of the United States of America that I have the appropriate authority to make this submission to the U.S. Copyright Office and that all submitted information is true, accurate, and complete to the best of my knowledge, information, and belief, and is provided in good faith.

Yes, I hereby make this certification

No, I cannot make this certification

I understand that any falsification or misrepresentation made to the U.S. Copyright Office may subject me to civil or criminal liability. By signing my name below and making this submission, I acknowledge that I have read and agree to these conditions.

#### Sign and date

Once you click the sign and save button, you will be able to check out.

Signature:

[Sign and save](#) [Checkout](#)

Electronic signature

# Remitter Portal – Application Review

Payment  
confirmation

Centralize all  
related files

Shows what remitter  
has provided

Preview a sample  
public record before  
approval

### Application review for SR 160273 [? Help](#)

Created on: 05/24/2022 Submitted on: 06/23/2022 Status: Pending review Expected recordation date: 06/23/2022

This page contains information about your application The files that were uploaded as part of the application process, and any other items related to this specific service request.

If you have not registered your work and would like to do so, please click the following link: [Register this work with the U.S. Copyright Office](#)

Choose an action for this application (e.g. withdraw, correct, or duplicate):

#### Payment information [? Help](#)

Transaction type	Payment date	Settlement date	Payment source	Transaction ID	Amount
Fee Service	06/23/2022	06/23/2022	DA#50	1592	\$870.00

#### Fee breakdown

Fee type	Amount
Base fee	\$95.00
Additional work and alternate identifier fee	\$225.00
Special handling fee	\$550.00
<b>Total</b>	<b>\$870.00</b>

#### Application documents [? Help](#)

Application review: [Download Application review# 160273 .pdf](#) [Open in viewer](#)

Document to record: [Download nonExclusiveLicense\\_doc.pdf](#) [Open in viewer](#)

#### Supporting documents [? Help](#)

Works uploaded: [\(50+\) English language Multi-Work Upload Spreadsheet \(1\).xlsx](#)

#### Recordation documents [? Help](#)

Preview public record: [Download Preview public record# 160273.pdf](#) [Open in viewer](#)

# System Forms

All required forms are found within the system.

- True & Correct Copy Certification
- Recordation Eligibility Certification
- Works Upload Spreadsheet



# Verify Upload Works Spreadsheet

- Immediate feedback on upload errors
- Error location
- Suggestions on resolving errors



**Error: The following errors were found while processing the spreadsheet. No works were added to this application.**

## Errors in the work spreadsheet

Row	Column	Column label	Error description
3	3	C3	Registration year must be in the format ##### and between 1900 and the current year.
29	10	J29	Invalid Additional Registration Number. The number must be 12 characters long and consist of a 1-3 letter prefix followed by numbers (e.g., EU0000123456). If you have a shorter registration number, please add zeroes between the prefix and the numbers. If you have a registration number with hyphens, please remove the hyphens and add zeroes (e.g., "TXu-234-567" should be entered as "TXU000234567").

# Digital Delivery of Recordation Documents

The recordation system provides a centralized location for the certificate and numbered document after the service request is approved for recordation.

## Recordation documents

[? Help](#)[Download certificate](#) [Open in viewer](#)[Download numbered document](#) [Open in viewer](#)[View public record](#) [Open in viewer](#)

## Certificate of Recordation

This is to certify that the attached document was recorded on the date and in the place shown below.

This certificate is issued under the seal of the United States Copyright Office.

Handwritten signature of Shira P. Muttler in blue ink.

United States Register of Copyrights and Director

May 18, 2021

Date of Recordation

15002

136

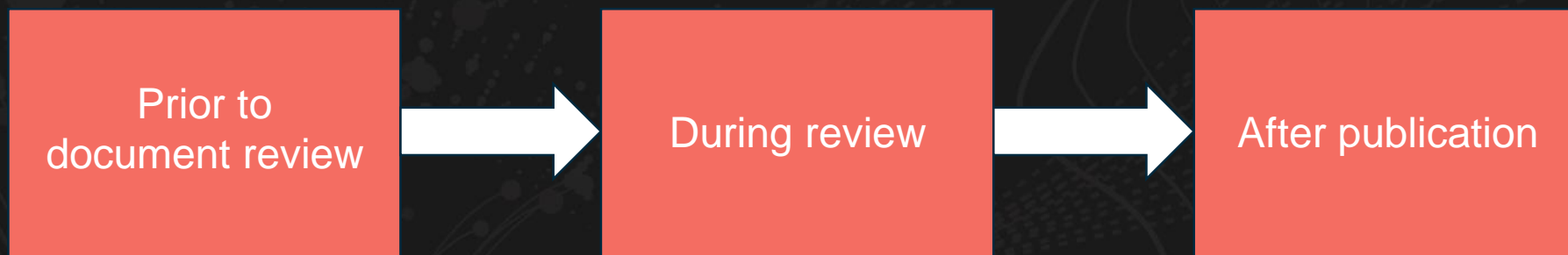
Volume

Doc.No.

# Corrections and Amplifications

Once a document is submitted via a service request (SR), **the recordation system allows the remitter to make corrections at all phases of recordation.**

- Prior to document review
- During review
- After publication to the public catalog system



## What does “limited functionality” mean?

The “limited functionality” means that the current recordation system is limited to the recordation of certain transfers of copyright ownership and other documents pertaining to a copyright under section 205 of Title 17.

The Office plans to develop and add functionality to permit recordation of additional document types as changes are made under continuous development.



## If documents are submitted electronically will they be reviewed more quickly than paper documents?

Documents submitted electronically through the recordation system will be reviewed as they are received by Recordation Division staff. Paper documents follow a different workflow process. Item 7 in the Special Pilot Program Rules and Regulations states:

**Dual submissions.** No submission may be made both electronically and in paper form unless approved by the Copyright Office.





# Can I use my existing deposit account for the recordation system?

Unfortunately, you cannot link existing deposit accounts to the recordation system. You will need to create a new deposit account for the recordation system through Pay.gov for pilot submissions. You may also make credit card or ACH payments through Pay.gov.



## Can you add registration numbers to SRs after it has been recorded?

The remitter can initiate a post-examination correction after the SR has been approved and closed. To do so, the remitter will need to go to the Application Review page on the Remitter portal and select “Correct this SR.”



## Next Steps

- [Copyright Recordation Page](#)
- [Recordation System Page](#)
- [Monthly Recordation System Webinar](#)
- [Special Pilot Program Rules](#)
- [Frequently Asked Questions](#)
- [Tutorial Videos](#)
- [Sign Up for NewsNet](#)



**Thank You!**

**See you in summer 2022!**

Don't forget to subscribe to our NewsNet for additional updates:

[copyright.gov/subscribe/](https://copyright.gov/subscribe/)

# Questions?

**To submit a question**, use the Q&A dialog box in the lower right corner.

**Please note:** we may not be able to answer all questions received in the allotted time. Thank you.



# Learn More

For More Information

[copyright.gov/copyright-modernization](https://copyright.gov/copyright-modernization)

Send Questions To

[modernization@copyright.gov](mailto:modernization@copyright.gov)