

# Applications and Filing Fees

1401	What This Chapter Covers.....	3
1402	Applications.....	3
1402.1	Statutory Basis for the Application.....	3
1402.2	Statutory Requirements for Applications .....	4
1402.3	Types of Applications.....	5
1403	The Standard Application.....	7
1404	Paper Applications .....	8
1405	The Single Application.....	10
1405.1	Who May File the Single Application?.....	10
1405.2	Eligibility Requirements .....	11
1405.3	Works That Cannot Be Registered with the Single Application.....	12
1405.4	The One Work Requirement.....	13
1405.5	The One Author Requirement.....	15
1405.6	The One Owner Requirement .....	17
1405.7	Content Requirements.....	18
1406	Group Registration Applications .....	19
1406.1	Group Registration of Unpublished Works (GRUW).....	19
1406.2	Group Registration of Serials (GRSE).....	19
1406.3	Group Registration of Newspapers (GRNP) .....	20
1406.4	Group Registration of Newsletters (GRNL) .....	20
1406.5	Group Registration of Contributions to Periodicals (GRCP) .....	20
1406.6	Group Registration of Short Online Literary Works (GRTX) .....	21
1406.7	Group Registration of Published Photographs (GRPPH) and Group Registration of Unpublished Photographs (GRUPH) .....	21
1406.8	Group Registration of Database Updates or Revisions .....	21
1406.9	Group Registration of Questions, Answers, and Other Items Prepared for Use in a Secure Test (GRSTQ).....	21
1407	Supplementary Registration: Online Application / Form CA .....	22

1408	Renewal Registration Applications: Form RE and RE/Addendum .....	24
1409	GATT Registration Applications: Form GATT .....	24
1410	Preregistration.....	24
1411	Waivers.....	24
1412	Filing Fees.....	25
1412.1	Statutory Basis for Setting Filing Fees.....	25
1412.2	Where to Find Specific Filing Fee Information.....	25
1412.3	Submitting Filing Fees .....	25
1412.4	Acceptable Forms of Payment .....	25
1412.5	Deposit Accounts .....	26
1412.6	Refunds.....	27
1412.7	Cancellation of Registration in Cases of Dishonored Checks .....	27
1412.8	Special Handling Fees .....	27

# Applications and Filing Fees

## 1401 What This Chapter Covers

To seek a copyright registration for a work of authorship, an [applicant](#) must submit a completed application, [deposit copy\(ies\)](#), and [filing fee](#).

This Chapter provides a general overview of the types of applications that may be used to register or preregister a work of authorship created or first published on or after January 1, 1978. It also discusses the [filing fees](#) for applying to register or preregister a work. For a detailed discussion of the U.S. Copyright Office's registration practices, see the following chapters:

- For information on how to complete an application for a [basic registration](#), see [Chapter 600](#).
- For information on how to complete an application for a [group registration](#), see [Chapter 1100](#).
- For information on how to complete an application to register a [mask work](#) or [vessel design](#), see [Chapters 1200 and 1300](#).
- For information on how to complete an application for a [preregistration](#), see [Chapter 1600](#).
- For information on how to complete an application for a [supplementary registration](#), see [Chapter 1800](#).
- For information on how to complete an application for a [renewal registration](#), see [Chapter 2100](#).
- For information concerning the [deposit requirements](#), see [Chapter 1500](#).

## 1402 Applications

### 1402.1 Statutory Basis for the Application

[Section 408\(a\)](#) of the Copyright Act provides that a copyright owner or the owner of any of the exclusive rights in a work may seek a registration by delivering an application, filing fee, and an appropriate deposit to the U.S. Copyright Office. The Copyright Act gives the [Register of Copyrights](#) the authority to establish administrative classes of works for registration, to create application forms, and to specify the information that should be included in the application. See [17 U.S.C. §§ 408\(a\), 408\(c\)\(1\), 409, 702](#).

Pursuant to this authority, the U.S. Copyright Office has created five administrative classes for purposes of registration, namely, nondramatic [literary works](#) (Class TX),

works of the visual arts (Class VA), works of the performing arts (Class PA), sound recordings (Class SR), and serials (Class SE). The Office has created different versions of its online application and paper applications for each class of works. Registration is administered by the Office's Registration Program, which includes three divisions: Literary, Performing Arts, and Visual Arts. Applications are assigned to one of these divisions, depending on the classification of the work.

**NOTE:** The administrative classes are solely for administrative purposes, and they have no bearing on the substantive subject matter of copyright or the [exclusive rights](#) provided by the copyright law. *See 17 U.S.C. § 408(c)(1).*

[Applicants](#) should use the form that is most appropriate for the type of work being registered. If the work contains more than one type of authorship, applicants should use the form that corresponds to the predominant type of copyrightable authorship in that work. For example, if the claim involves a children's book that includes both text and illustrations, the applicant should use the application that corresponds to the predominant form of authorship in the book. If the book contains only a few illustrations, the applicant should use the appropriate application for a [Literary Work](#). If the book mostly contains illustrations with a small amount of text, the applicant should use the appropriate application for a [Work of the Visual Arts](#). If the types of authorship are roughly equal, the applicant may use the application that would be appropriate for either type of authorship. *See 37 C.F.R. § 202.3(b)(2)(iii).*

**NOTE:** When registering a [sound recording](#), the applicant must use the appropriate application for sound recording authorship, regardless of whether the sound recording is the predominant form of authorship in the work. *See id.*

## 1402.2 Statutory Requirements for Applications

[Section 409](#) of the Copyright Act states that “[t]he application for copyright registration shall be made on a form prescribed by the [Register of Copyrights](#).” [17 U.S.C. § 409](#). Although the Register of Copyrights has been given discretion in how to organize and establish the requirements for the Standard Application and paper applications (which are discussed in Sections 1403 and 1404 below), [Section 409](#) also sets forth certain elements that must be contained in these forms:

1. The name and address of the [copyright claimant](#);
2. In the case of a work other than an [anonymous](#) or [pseudonymous](#) work, the name and nationality or domicile of the author or authors, and, if one or more of the authors is dead, the dates of their deaths;
3. If the work is anonymous or pseudonymous, the nationality or domicile of the author or authors;
4. In the case of a [work made for hire](#), a statement to this effect;
5. If the copyright claimant is not the author, a brief statement of how the [claimant](#) obtained ownership of the copyright;

6. The title of the work, together with any previous or alternative titles under which the work can be identified;
7. The year in which creation of the work was completed;
8. If the work has been published, the date and nation of its first [publication](#); and
9. In the case of a [compilation](#) or [derivative work](#), an identification of any preexisting work or works that it is based on or incorporates, and a brief, general statement of the additional material covered by the copyright [claim](#) being registered.

[17 U.S.C. § 409\(1-9\)](#). The statute also allows the Register to request additional information in the application. Specifically, it grants the Register broad authority to require “any other information [that] bear[s] upon the preparation or identification of the work or the existence, ownership, or duration of the copyright.” *Id.* [§ 409\(10\)](#).

The Office offers other applications that request some — but not all — of the information listed in [Section 409](#), such as the Single Application (which is discussed in [Section 1405](#)). These specialized forms do not request all of the information listed in [Section 409](#), because in order to use them certain types of information cannot be present in the claim. For example, an applicant cannot use the Single Application to register a work created by an individual author who transferred his or her copyright to another party. Thus, there is no need to request “a brief statement of how the claimant obtained ownership of the copyright” in this form.

[Section 408\(c\)\(1\)](#) of the Copyright Act authorizes the Register to establish an administrative procedure for registering a group of related works. [Section 408\(d\)](#) authorizes the Register to establish a procedure for issuing a [supplementary registration](#) to correct or amplify the information given in an existing registration. And [Section 408\(f\)\(1\)](#) authorizes the Register to establish a procedure for issuing a preregistration for [unpublished](#) works that are being prepared for commercial distribution.

Congress gave the Register the discretion to develop an appropriate application for these types of records. See [17 U.S.C. § 408\(c\)\(1\), \(d\), \(f\)\(1\)](#). The specific requirements for the various [group registration](#) options that the Office currently offers are discussed in [Chapter 1100](#), the requirements for a supplementary registration are discussed in [Chapter 1800](#), and the requirements for preregistration are discussed in [Chapter 1600](#).

### **1402.3 Types of Applications**

The U.S. Copyright Office offers the types of applications described below. An [applicant](#) should choose an appropriate application based on whether he or she is seeking a [basic registration](#), a [group registration](#), a [supplementary registration](#), a [renewal registration](#), a [GATT registration](#), or a preregistration. For a definition and discussion of each type of record, see [Chapter 200](#), Section 202.1.

An application for a *basic registration* covers a work of authorship created or first published on or after January 1, 1978 or an [unpublished](#) work created prior to January

1, 1978 and still protected by copyright. For this type of registration, the applicant should use one of the following applications:

- *Standard Application* and *Paper Applications*. These applications may be used to register the following types of works:
  - A work by one author.
  - A *joint work*.
  - A *work made for hire*.
  - A *derivative work*.
  - A *compilation*.
  - A *collective work*.
  - Multiple published works, provided that (i) they are owned by the same person or organization, and (ii) they are physically bundled together for distribution to the public as a single, integrated unit, and they are first published in that integrated unit. This is known as the “unit of publication” option. For a definition of a “unit of publication” and a detailed discussion of this option, see [Chapter 1100](#), Section 1103.4.

**NOTE:** This registration accommodation is not available using the online application for a “single serial issue” or a paper application submitted on Form SE.

- A sound recording and the musical work, dramatic work, or literary work embodied in that recording, provided that (i) the works are embodied in the same *phonorecord*, (ii) the *claimant* for both works is the same person or organization, and (iii) the works are submitted for registration in Class SR.

**NOTE:** This type of claim must be registered with the online application for a “sound recording” or a paper application submitted on Form SR. For additional information concerning this option, see [Chapter 500](#), Section 511.

*See 37 C.F.R. § 202.3(b)(2)(i)(A), (ii)(A).* For additional information concerning the Standard Application, see Section [1403](#). For information concerning the Office’s paper applications, see Section [1404](#).

- *Single Application*. This application may be used to register one work created by one person, provided that the copyright in the work is solely owned by that individual. It also may be used to register a sound recording and the musical work, dramatic work, or literary work embodied in that recording if certain requirements have been met. For additional information concerning this application, see Section [1405](#).

- An application for a [group registration](#) may be used to register a [claim](#) to copyright in a group of related works, such as a group of [unpublished](#) works, a group of [serials](#), [newspapers](#), or [newsletters](#), a group of contributions to [periodicals](#), a group of [short online literary works](#), or a group of published or unpublished photographs. This type of application may also be used to register a group of updates or revisions to a [database](#), or a group of questions, answers, or other items prepared for use in a [secure test](#). The Office has created specific applications that must be used to seek a group registration. For information concerning these forms, see Section [1406](#).
- An application for a [supplementary registration](#) may be used to correct errors or amplify information in an existing registration that is incorrect or incomplete. For information concerning these forms see Section [1407](#).
- An application for a [renewal registration](#) may be used to register a limited class of works that were first published or initially registered prior to January 1, 1978. For information concerning these forms, see Section [1408](#).
- An application for a [GATT registration](#) may be used to register a copyright claim in a foreign work that was restored to copyright protection in the United States under the 1994 [Uruguay Round Agreements Act](#). For information concerning this form, see Section [1409](#).
- An application for a [preregistration](#) may be used to preregister an unpublished work that is being prepared for commercial distribution. For information concerning this form, see Section [1410](#).

## **1403 The Standard Application**

The Standard Application is an online form that may be submitted through the U.S. Copyright Office's electronic registration system. For specific information on how to complete the various fields in this application, see [Chapter 600](#).

The Office offers different versions of this application, which may be used to register for the following types of works:

- [Literary works](#) include nondramatic literary works, such as fiction, nonfiction, poetry, an individual article, a textbook, a reference work, a directory, a catalog, advertising copy, a [compilation](#) of information, a [computer program](#), a textual work made available online, or a [database](#).
- [Works of the visual arts](#) include pictorial, graphic, or sculptural works, such as two-dimensional or three-dimensional works of fine, graphic, or [applied art](#), photographs, prints, art reproductions, maps, technical drawings, or [architectural works](#).
- [Works of the performing arts](#) include musical works (either with or without lyrics), dramatic works (such as a screenplay, play, or other script), [pantomimes](#), and [choreographic works](#).

- *Sound recordings* are works that contain sound recording authorship. An applicant must select the option for “sound recording” if he or she intends to register that element of the work with the Standard Application (even if the work also contains other types of authorship, such as music or lyrics). If the applicant does not intend to register sound recording authorship, the work should be registered using the form that would be appropriate for the predominant type of copyrightable authorship in that work (even if it happens to contain one or more sound recordings). Likewise, the applicant should not select the option for “sound recording” if the applicant intends to register the sounds accompanying a [motion picture](#) or other [audiovisual work](#).

**NOTE:** The Office only registers sound recordings that were [fixed](#) on or after February 15, 1972. For information concerning this issue, see [Chapter 800](#), Section 803.5(D).

- *Motion picture/audiovisual works* include feature films, documentary films, animated films, television shows, videos, videogames, or other audiovisual works, such as slide presentations. This category also applies if the applicant intends to register the sounds that accompany a motion picture or other audiovisual work.
- *Single serial issue* refers to a single issue of a [serial](#) publication (*e.g.*, a single issue of a magazine, a single volume of a journal, etc.). The Standard Application also may be used to register a single serial issue together with the individual contributions appearing within that issue, if they are fully owned by the claimant when the claim is submitted, and if they have not been published or registered before. If the applicant intends to register an individual contribution, but does not intend to register the issue as a whole, the applicant should use the appropriate form for a “Literary Work” or a “Work of the Visual Arts.” For a detailed discussion of single issue [serials](#), see [Chapter 700](#), Section 712.

The Standard Application may not be used to seek a supplementary registration, a renewal registration, or a registration for a restored work, a mask work, or a vessel design. See [Streamlining the Single Application and Clarifying Eligibility Requirements](#), 83 Fed. Reg. 5227, 5229 (Feb. 6, 2018).

Likewise, this form may not be used to register a group of related works, unless it is expressly permitted under the Office’s regulations. Specifically, the Standard Application may be used to register a group of [secure test items](#). 37 C.F.R. § 202.13(c)(1). It also may be used to register a group of updates or revisions to a photographic database, but only if the applicant has obtained prior authorization from the Visual Arts Division. See *id.* § 202.3(b)(5)(ii)(A).

## 1404 Paper Applications

The U.S. Copyright Office strongly encourages applicants to use the Standard Application rather than a paper application. Claims submitted through the electronic registration system can be examined more quickly and efficiently, and as a result, the Office charges a lower filing fee for the Standard Application. However, the Office will accept paper applications for claims involving the following types of works:

- *Form TX* may be used to seek a basic registration for a nondramatic literary work, such as fiction, nonfiction, poetry, an individual article, a textbook, a reference work, a directory, a catalog, advertising copy, a **compilation** of information, a **computer program**, textual works made available online, or a **database**.
- *Form VA* may be used to seek a basic registration for a pictorial, graphic, or sculptural work, including two-dimensional or three-dimensional works of fine, graphic, and **applied art**, photographs, print or art reproductions, maps, and technical drawings.

**NOTE:** A paper application may not be used to register an architectural work. To register this type of work, applicants must use the Standard Application.

- *Form PA* may be used to register musical works (either with or without lyrics), dramatic works (such as a screenplay, play, or other script), **pantomimes**, **choreographic works**, or motion pictures and other **audiovisual works** (such as feature films, documentary films, animated films, television shows, videos, or **videogames**).
- *Form SR* must be used if the applicant intends to register **sound recording** authorship with a paper application, even if the work contains additional types of authorship, such as music or lyrics. If the applicant does not intend to register a sound recording, Form SR should not be used (even if the work contains one or more sound recordings). Likewise, the applicant should not use Form SR if the applicant intends to register the sounds accompanying a **motion picture** or other audiovisual work.

**NOTE:** The Office only registers sound recordings that were **fixed** on or after February 15, 1972. For information concerning this issue, see [Chapter 800](#), Section 803.5(D).

- *Form SE* may be used to register a single issue of a serial publication (*e.g.*, magazines, journals). This form also may be used to register a serial together with the individual contributions appearing within that issue, if they are fully owned by the claimant when the claim is submitted, and if they have not been published or registered before. If the applicant only intends to register an individual contribution with a paper application, the applicant should use [Form TX](#), [Form VA](#), or [Form PA](#) instead of Form SE. For a detailed discussion of single issue **serials**, see [Chapter 700](#), Section 712.
- *Form MW* must be used to register a claim in a **mask work** that is fixed in a semiconductor chip product by or under the authority of the owner of the mask work. A mask work is a series of related images, however fixed or encoded, having or representing the predetermined, three-dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of a semiconductor chip product, and in which the relation of the images to one another is such that each image has the pattern of the surface of one form of the semiconductor chip product. For more information on mask works, see [Chapter 1200](#).

- *Form D-VH* must be used to register a [claim](#) in a [vessel design](#). These forms apply only to water crafts that are designed and capable of (i) independently steering a course on or through water by themselves or via propulsion, and (ii) transporting one or more passengers. For more information on vessel designs, see [Chapter 1300](#).

When preparing a paper application applicants must use the official forms that are provided by the Office. The information provided on the application must be legible and should be typewritten or printed in black ink. If an [applicant](#) needs more space, he or she may provide additional information with a continuation sheet submitted on Form CON.

The applications listed above may not be used to seek a supplementary registration, a renewal registration, or a registration for a restored work. *See Streamlining the Single Application and Clarifying Eligibility Requirements*, 83 Fed. Reg. 5227, 5229 (Feb. 6, 2018).

Likewise, these forms may not be used to register a group of related works, unless it is expressly permitted under the Office's regulations. Specifically, Form VA may be used to register a group of updates or revisions to a photographic database, and Form TX must be used to register a group of updates or revisions to any other type of database. *See id.* § 202.3(b)(5)(ii)(A).

## **1405    The Single Application**

The Single Application is an online form designed for authors who file the simplest kind of claims. The U.S. Copyright Office charges a lower filing fee for this application, which is intended to benefit individual creators and encourage them to register their works.

This application may be used to register one work by one author that is solely owned by that individual. It also may be used to register one sound recording and one musical work, literary work, or dramatic work if certain requirements have been met. For detailed information concerning these requirements see Sections [1405.1](#) through [1405.7](#) below.

If the Office determines that a particular work does not satisfy these requirements, it will refuse registration and instruct the applicant to resubmit the claim using the Standard Application. If the applicant wishes to proceed with the claim, he or she must submit a new application, filing fee, and another copy or phonorecord of the work. The effective date of registration will be based on the date that the new submission is received by the Office.

*See generally Streamlining the Single Application and Clarifying Eligibility Requirements*, 83 Fed. Reg. 66,627 (Dec. 27, 2018); *Streamlining the Single Application and Clarifying Eligibility Requirements*, 83 Fed. Reg. 5227 (Feb. 6, 2018); *Single Application Option*, 78 Fed. Reg. 38,843 (June 28, 2013).

### **1405.1    Who May File the Single Application?**

To access the Single Application, the applicant must log into the electronic registration system and select the link designated for claims involving "one work by one author."

Before proceeding with this form, the applicant must confirm that he or she has read and understood the eligibility requirements that govern the Single Application. For guidance on how to complete the various fields in this application, applicants should consult *Using the Single Application (Circular 11)* and the help text that accompanies this form.

A Single Application may be certified and submitted by the individual who created the work. But the U.S. Copyright Office recognizes that many authors are not familiar with the electronic registration system, and some individual creators may prefer to have an authorized agent submit the application on their behalf. Therefore, the Office will accept an application that has been certified and submitted by a duly authorized agent, provided that the agent is identified in the Correspondent section of the form. See 37 C.F.R. § 202.3(c)(1), (3)(i). If the Office determines that a third party filed a Single Application, but failed to identify itself in the form, the Office will refuse to register the claim. See *Streamlining the Single Application and Clarifying Eligibility Requirements*, 83 Fed. Reg. 5227, 5229 (Feb. 6, 2018).

## **1405.2 Eligibility Requirements**

An applicant may register a claim with the Single Application, provided that the following conditions have been met:

- The claim must be limited to one work.
- The work must be created by one individual.
- All of the content appearing in the work must be created by that same individual.
- The individual must be the sole owner of all rights in the work.

See 37 C.F.R. § 202.3(b)(2)(i)(B)(1).

As a general rule, the Single Application may be used to register only one work by one author, but there is a limited exception for sound recordings. Specifically, this application may be used to register one sound recording and one musical work, literary work, or dramatic work—notwithstanding the fact that a sound recording and the work embodied in that recording are separate works. To do so, applicants must satisfy the following conditions (in addition to the other requirements listed above):

- The author of the sound recording and the work embodied in that recording must be the same individual.
- That individual must own the copyright in both works.
- That individual must be the only person featured in the sound recording.
- The works must be embodied in the same *phonorecord*.
- The works must be submitted for registration in Class SR.

*See* 37 C.F.R. § 202.3(b)(2)(i)(B)(2).

These requirements are discussed in more detail in Sections 1405.4 through 1405.7. Works that do not satisfy these requirements cannot be registered with the Single Application.

*See generally Streamlining the Single Application and Clarifying Eligibility Requirements, 83 Fed. Reg. 5227, 5228 (Feb. 6, 2018).*

### **1405.3 Works That Cannot Be Registered with the Single Application**

The Single Application cannot be used to register the following types of works:

- Works made for hire.
- Works created by two or more authors.
- Works with more than one owner.

In particular, this form cannot be used to register the following works, because they contain multiple works of authorship or because these claims tend to be very complex:

- [Collective works](#).
- [Databases](#).
- Websites.
- [Choreographic works](#).
- [Architectural works](#).
- [Secure tests](#).
- A [unit of publication](#).
- Two or more works that may be eligible for a [group registration](#).

*See* 37 C.F.R. § 202.3(b)(2)(i)(B)(3).

To register claims involving these works, applicants must submit a Standard Application, a paper application, or one of the applications described in Section 1406.

Applicants may not use the Single Application if the deposit contains material created by two or more authors (even if they only intend to register material created by one of those individuals). For the same reason, this application may not be used to register a derivative work based on a preexisting work by a different author. And a work created solely by one individual cannot be registered with the Single Application if the author

transferred his or her rights to another party, if the work is co-owned by two or more parties, or if the author is deceased.

For additional information concerning these restrictions, see Sections [1405.4](#) through [1405.7](#).

*See generally Streamlining the Single Application and Clarifying Eligibility Requirements, 83 Fed. Reg. 5227, 5229 (Feb. 6, 2018); Single Application Option, 78 Fed. Reg. 38,843, 38,844 (June 28, 2013).*

#### **1405.4 The One Work Requirement**

The Single Application may be used to register one work, provided that the applicant satisfies the other eligibility requirements for this form.

The following are representative examples of works that may qualify as one work for purposes of the Single Application:

*Literary Works:*

- One poem.
- One short story.
- One essay.

*Visual Art Works:*

- One photograph.
- One fabric design.
- One sculpture.
- One piece of jewelry (not a collection or set of multiple jewelry pieces).
- One illustration (not multiple illustrations on the same page).
- One technical drawing of one object.

*Dramatic Works, Audiovisual Works, and Motion Pictures*

- One stage play.

- One screenplay.
- One “selfie video” featuring one person.

### *Musical Works and Sound Recordings*

A song and a sound recording are separate works. Therefore, the Single Applicant may be used to register:

- One song containing music and lyrics.
  - The applicant may submit sheet music to register the music and lyrics of one song if the same individual is the author/owner of both the music and lyrics of the song.
- One sound recording.
  - The applicant may register a sound recording if the same individual is the author/owner of the sound recording, and if that individual is the only performer featured in the recording.

As discussed in Section 1405.2, a musical work and a sound recording may both be registered with the Single Application if the following requirements have been met:

- One song consisting of music, lyrics, and sound recording.
  - The applicant must submit a recording of the song, the same individual must be the author/owner of the music, lyrics, and the sound recording, and that individual must be the only performer featured in the recording.
- One musical arrangement and one sound recording.
  - The applicant must submit a recording of the musical arrangement, the same individual must be the author/owner of both the arrangement and the sound recording, and that individual must be the only performer featured in the recording.

The following are representative examples of works that do *not* qualify as a one work for purposes of the Single Application:

- Two poems.
- Two articles.

- Two or more illustrations on a single page.
- Two or more drawings on separate pages.
- A portfolio of photographs.
- A collection or set containing multiple pieces of jewelry.
- Two or more songs.
- A song and liner notes.
- Two or more sound recordings.
- Different versions of a sound recording.
- More than one version of a script or treatment.
- A [collective work](#), such as an album, [periodical](#), [newspaper](#), magazine, [newsletter](#), journal, anthology, book of poems or short stories, or any other work that contains a number of separate and independent works.
- Multiple contributions to a collective work.
- Two or more works physically bundled together by the claimant for distribution to the public as a single, integrated unit and first published in that integrated unit, such as a box of greeting cards, a book published with a CD-ROM, a box set of music CDs, or a board game with printed instructions, playing pieces, and a game board. (For a definition and discussion of the [unit of publication](#) option, see [Chapter 1100](#), Section 1103.)
- Two or more works that may be registered using a [group registration](#) option. (For information concerning this procedure, see [Chapter 1100](#).)
- A multi-part work, such as a series of books or photographs.
- A website.

#### **1405.5 The One Author Requirement**

The Single Application may be used to register one work created by one individual, provided that the applicant satisfies the other eligibility requirements for this form.

The following are representative examples of works created by one person:

- One essay written and solely owned by Simone Stucker.
- One children's book containing text and illustrations created and solely owned by Franklin Hooker.
- One photograph taken and solely owned by Douglas Brewer.
- One sound recording containing music written, recorded, and solely owned by Felicia Driver.
  - **NOTE:** Felicia must be the author/owner of both the music and the sound recording, and she must be the only performer in the recording.
- One song containing music and lyrics written and solely owned by Edward Boxer.
  - **NOTE:** If the applicant submits a recording of the song, Edward must be the author/owner of both the song and the sound recording, and he must be the only performer in the recording, such as a songwriter's solo performance of the song.

As discussed in Section 1405.3, the Single Application may not be used if the work was created by two or more individuals or if it was created as a joint work. (For a definition and discussion of joint works, see [Chapter 500](#), Section 505.) The following are representative examples of works created by more than one author that are not eligible for this form:

- One comic book containing text written by one individual and illustrations drawn by another individual.
- One screenplay co-written by two individuals.
- One song containing music written by one individual and lyrics written by another individual.
- One sound recording containing music written by one individual and performed by another individual.
- Any sound recording created by two or more performers or musicians.
- Any motion picture or other audiovisual work that includes directing, editing, writing, or other authorship by more than one person.

Likewise, the Single Application may not be used to register a work created by or on behalf of a company, an organization, or any other legal entity, or a work created as a

[work made for hire](#). (For a definition and discussion of works made for hire, see [Chapter 500](#), Section 506.) The following are representative examples of works that do not qualify as a work created by an individual author:

- One piece of jewelry created by Phoebe Snow Designs, Inc.
- One photograph taken by an employee of Sue Saint Marie Studios.
- One song specially ordered or commissioned by Smooth Ride Music, LLC for use as a contribution to a collective work.
- One videogame created by the employees of the Chessie Katz game development company.

#### **1405.6 The One Owner Requirement**

The Single Application may be used to register one work by one author if that individual is the sole owner of the copyright in that work, and if the applicant satisfies the other eligibility requirements for this form.

An applicant may not use the Single Application if the copyright or any of the exclusive rights in the work are owned or co-owned by two or more individuals. This form may not be used if the copyright is owned by a company, an organization, or other legal entity. It may not be used if the author transferred the copyright or any of the exclusive rights to a third party, either by written agreement or by operation of law. Likewise, this form may not be used if the author is deceased. (For a discussion of copyright ownership and transfers, see [Chapter 600](#), Sections 619 and 620.)

The following are representative examples of works that cannot be registered with the Single Application, because they are owned or co-owned by more than one party, or because the works are not solely owned by the author:

- One stage play co-owned by the composer and the librettist of the work.
- One song written by a composer who transferred the copyright to his music publishing company.
- One sound recording co-owned by the artists and musicians who performed the work.
- One article written by a freelance writer who assigned the copyright to her closely held company.
- A published novel by an author in which the publisher has acquired an exclusive license in the right of reproduction and distribution.

- One photograph taken by a photographer who granted the exclusive right of reproduction to a stock photography service and therefore no longer owns all of the rights in the work.
- One treatment written by a screenwriter who gave a motion picture studio the exclusive right to produce his work as a motion picture and therefore no longer owns all of the rights in the work.

#### 1405.7 Content Requirements

The Single Application may be used to register one work if all of the content was created by the same individual, and if the applicant satisfies the other eligibility requirements for this form.

The following are representative examples of works that satisfy this requirement:

- One travel book containing text, illustrations, and photographs created by Christopher Wren.
- One song containing music and lyrics created by Danielle Running Horse.
  - **NOTE:** If the applicant submits a recording of the song, Danielle must be the author/owner of both the song and the sound recording, and she must be the only performer featured in the recording.
- A musical work and sound recording created by Alicia Fox.
  - **NOTE:** Alicia must be the sole author/owner of both the sound recording and the musical work, and she must be the only performer featured in the recording.
- One nature video containing script, direction, cinematography, and narration by Jonathan Bass.
- A translation by a single author of a work that is in the public domain.

The Single Application may not be used if the work contains material created by two or more authors, even if the applicant does not intend to name the other authors in the application and does not intend to claim their contributions in the application.

The following are representative examples of works containing material created by two or more authors that cannot be registered with this form:

- A novel written by one individual with an introduction and an afterword written by two other individuals.

- A translation by a different author of a work that is not in the public domain.
- An album containing music, lyrics, liner notes, and sound recordings created by three different individuals.
- A sound recording containing a song written by one individual that was performed by a different individual.
- A musical work created by one individual embodied in a sound recording created by a different author.
- A motion picture that includes directing, editing, writing, or other authorship by more than one person.

## **1406 Group Registration Applications**

As a general rule, [applicants](#) should file separate applications, [deposit copy\(ies\)](#), and [filing fees](#) for each work they seek to register. In certain limited circumstances, there are options available for registering groups of related works with one application, one filing fee, and one set of deposit copies. All of these [group registration](#) options have specific application requirements, which are discussed below.

### **1406.1 Group Registration of Unpublished Works (GRUW)**

In certain cases, an [applicant](#) may register up to ten [unpublished](#) works with one application, one filing fee, and one set of [deposit copies](#). An applicant also may register up to ten unpublished sound recordings and ten musical works, literary works, or dramatic works if certain requirements are met. In both cases, the applicant must use the online application designated for “unpublished works.” The Standard Application or a paper application may not be used for this type of claim.

For information concerning the registration requirements for a group of unpublished works, see [Chapter 1100](#), Section 1106. For guidance in completing the [online application](#), see [Chapter 1100](#), Section 1106.5.

### **1406.2 Group Registration of Serials (GRSE)**

As mentioned in Section 1403, [serials](#) are works issued, or intended to be issued, in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This category includes but is not limited to [periodicals](#) (including [newspapers](#)), magazines, bulletins, [newsletters](#), annuals, blogs, journals, and proceedings of societies.

In certain cases, an [applicant](#) may register a group of serials with one application, one filing fee, and one set of deposit copies. To do so, the applicant must use the online application designated for “Serial Issues.” The Standard Application for a “Literary Work” or a “Single Serial Issue” or a paper application may not be used to register this type of claim.

For information concerning the registration requirements for a group of serial issues, see [Chapter 1100](#), Sections 1107.2 through 1107.5. For guidance in completing the online application, see [Chapter 1100](#), Section 1107.7.

#### **1406.3 Group Registration of Newspapers (GRNP)**

[Newspapers](#) are [periodicals](#) that are mainly designed to be a primary source of written information on current events. A newspaper contains a broad range of news on all subjects and activities, and is not limited to any specific subject matter. They are intended either for the general public or a particular ethnic, cultural, or national group.

In certain cases, an [applicant](#) may register a group of newspaper issues with one application, one filing fee, and one set of [deposit copies](#). To do so, the applicant must use the online application designated for “daily newspapers.” The Standard Application or a paper application may not be used to register this type of claim.

For information concerning the registration requirements for a group of newspaper issues, see [Chapter 1100](#), Section 1108. For guidance in completing the [online application](#), see [Chapter 1100](#), Section 1108.6.

#### **1406.4 Group Registration of Newsletters (GRNL)**

[Newsletters](#) are a specific type of serial that are published and distributed by mail or electronic media at least two days per week and contain information chiefly of interest to a special group, such as trade and professional associations, schools, colleges, and churches. Newsletters generally are available by subscription, but are not available on newsstands.

In certain cases, an [applicant](#) may register a group of newsletters with one application, one filing fee, and one set of [deposit copies](#). To do so, the applicant must use the online application designated for “daily newsletters.” The Standard Application or a paper application may not be used to register this type of claim.

For information concerning the registration requirements for a group of newsletter issues, see [Chapter 1100](#), Section 1109. For guidance in completing the [online application](#), see [Chapter 1100](#), Section 1109.7.

#### **1406.5 Group Registration of Contributions to Periodicals (GRCP)**

In certain cases, an [applicant](#) may register a group of works that were first published as contributions to [periodicals](#). To do so, the applicant must use the online application designated for this [group registration](#) option. The Standard Application or a paper application may not be used to register this type of claim. For more information about exceptional cases eligible for waiving the online filing requirement, see Section [1411](#).

For information concerning the registration requirements for a group of contributions to periodicals, see [Chapter 1100](#), Section 1110. For guidance in completing the [online application](#), see [Chapter 1100](#), Section 1110.7.

**1406.6 Group Registration of Short Online Literary Works (GRTX)**

In certain cases, an [applicant](#) may register a group of [short online literary works](#). To do so, the applicant must use the online application designated for this option. The Standard Application or a paper application may not be used for this type of claim. For information about exceptional cases eligible for waiving the online filing requirement, see Section [1411](#).

For information concerning the registration requirements for a group of short online literary works, see [Chapter 1100](#), Section 1111. For guidance in completing the application for this type of claim, see [Chapter 1100](#), Section 1111.7.

**1406.7 Group Registration of Published Photographs (GRPPH) and Group Registration of Unpublished Photographs (GRUPH)**

In certain cases, [applicants](#) may register a group of photographs with one application, one [filing fee](#), and one set of [deposit copies](#). If the photographs have been published, the applicant must use the online application designated for “published photographs.” If the photographs have not been published, the applicant must use the application designated for “unpublished photographs.” The Standard Application or a paper application may not be used to register these types of claims.

For information concerning the registration requirements for a group of photographs, see [Chapter 1100](#), Section 1114. For guidance in completing these applications, see [Chapter 1100](#), Section 1114.6.

**1406.8 Group Registration of Database Updates or Revisions**

In certain cases, [applicants](#) may register a group of updates or revisions to a database with one application, one [filing fee](#), and one set of [deposit copies](#).

To register a photographic database, the applicants may use a paper application submitted on Form VA. Alternatively, applicants may use the Standard Application, but only if they have obtained prior authorization from the Visual Arts Division.

To register any other group database claim, the applicant must use a paper application. For information concerning the registration requirements for a group of updates or revisions to a database, see [Chapter 1100](#), Section 1112. For guidance in completing the application, see [Chapter 1100](#), Section 1112.8.

**1406.9 Group Registration of Questions, Answers, and Other Items Prepared for Use in a Secure Test (GRSTQ)**

In certain cases, an [applicant](#) may register a group of questions, answers, and other items that have been prepared for use in a [secure test](#). To do so, applicants must use the Standard Application. A paper application may not be used for this type of claim.

For guidance in completing the [application](#), see [Copyright Registration of Secure Tests and Test Items \(Circular 64\)](#).

**1407 Supplementary Registration: Online Application / Form CA**

Supplementary registrations correct or amplify the information that is set forth in an existing registration.

- A correction is appropriate if certain information in a [basic registration](#) was incorrect at the time that the basic registration was made.
- An amplification is appropriate if the applicant intends: (i) to add certain information that could have been given, but was omitted at the time of registration, such as where a co-author is omitted; (ii) to identify changes in certain facts that have occurred since the registration, such as a change in the title of the work; or (iii) to provide explanations that clarify information given in the registration, such as when a statement of authorship in the version being registered is not sufficiently explicit on the original application.

An application for a supplementary registration is not appropriate: (i) if the work has been revised; (ii) to reflect corrections that have been made to statements appearing on the [copy\(ies\)](#) or [phonorecords](#) of the work; (iii) as a substitute for a [renewal registration](#); (iv) as a substitute for recording a [transfer](#) or other document pertaining to copyright ownership; or except in certain circumstances (v) if a work was registered as [unpublished](#) but was actually published at the time of the basic registration. For information concerning these issues, see [Chapter 1800](#), Section 1802.7.

The U.S. Copyright Office may issue a supplementary registration that corrects or amplifies the information in any [basic registration](#), [group registration](#), renewal registration, or [GATT registration](#), unless the registration has expired or unless it has been cancelled or abandoned.

As a general rule, the applicant must use the online application to correct or amplify a basic registration for the following types of works:

- A literary work, such as fiction, nonfiction, poetry, memoirs, textbooks, computer programs, or other nondramatic textual works.
- A single issue of a serial publication, such as a [periodical](#), magazine, [newsletter](#), or journal.
- A work of the visual arts, such as two-dimensional or three-dimensional works of fine, graphic, or [applied art](#), prints, art reproductions, maps, technical drawings, and architectural works.
- A work of the performing arts, such as a musical work, dramatic work, choreographic work, pantomime, motion picture, or other audiovisual work.
- A sound recording, such as an audiobook, a podcast, or a recording of a song.

See [37 C.F.R. § 202.6\(e\)\(1\)](#).

Likewise, applicants must use the online application to correct or amplify the information appearing in the following types of registrations:

- A registration for a compilation, a collective work, or a derivative work.
- A registration for an unpublished collection. *See 37 C.F.R. § 202.6(e)(1).*
- A registration for a [unit of publication](#). *See 37 C.F.R. § 202.3(b)(4); 37 C.F.R. § 202.6(e)(1).*
- A registration for a group of [serials](#), [newspapers](#), or [newsletters](#). *See 37 C.F.R. § 202.4(d)-(f); 37 C.F.R. § 202.6(e)(1).*
- A registration for a group of contributions to [periodicals](#). *See 37 C.F.R. § 202.4(g); 37 C.F.R. § 202.6(e)(1).*
- A registration for a group of photographs. *See 37 C.F.R. § 202.4(h), (i); 37 C.F.R. § 202.6(e)(1).*

Applicants must use the online application to correct or amplify the information in a [group registration](#) for a photographic database. *See 37 C.F.R. § 202.3(b)(5).* But before doing so, they must contact the Visual Arts Division at (202) 707-8202 to obtain prior authorization and instructions concerning the information that should be included in the application. *See 37 C.F.R. § 202.6(e)(3).*

Similarly, applicants must use the online application to correct or amplify the information in a registration for a group of [unpublished works](#) or a group of [short online literary works](#). *See id. § 202.6(e)(2).* But before submitting the claim, the applicant must contact the Office of Registration Policy & Practice at [copyinfo@copyright.gov](mailto:copyinfo@copyright.gov) to obtain prior authorization and instructions concerning the information that should be included in the application. For additional information, see *Supplementary Registration (Circular 8)*.

By contrast, applicants must use a paper application submitted on Form CA to correct or amplify the information appearing in the following types of registrations:

- A [group registration](#) for a database that does not predominantly consist of photographs. *See 37 C.F.R. § 202.3(b)(5); 37 C.F.R. § 202.6(e)(4).*
- A GATT registration for a foreign work restored to copyright protection under the Uruguay Round Agreements Act. *See 37 C.F.R. § 202.12; 37 C.F.R. § 202.6(e)(4).*
- A renewal registration for a work registered or first published before January 1, 1978. *See 37 C.F.R. § 202.17; 37 C.F.R. § 202.6(e)(4).*

For more information on supplementary registrations, see [Chapter 1800](#), Section 1802. For guidance in completing the online application, see [Chapter 1800](#), Section 1802.8(A). For guidance in completing Form CA, see [Chapter 1800](#), Section 1802.8(B).

**1408    Renewal Registration Applications: Form RE and RE/Addendum**

The U.S. Copyright Office offers [renewal registrations](#) for works that were first published or registered prior to 1978. The [1909 Act](#) made works copyrighted in the United States before January 1, 1978 subject to a [renewal](#) system whereby the term of copyright was divided into two consecutive terms with separate registration requirements. The current Copyright Act that came into effect on January 1, 1978 retained the renewal system for works that were copyrighted before 1978 and were still in their first term on January 1, 1978. Renewal registration may still be obtained for pre-1978 works in their renewal term.

Applicants must use a paper application to seek a renewal registration. Form RE is the general renewal form, and Form RE / Addendum is required for works that were not registered with the Office during their initial term. At present, [applicants](#) cannot file for renewal registration using the electronic registration system.

For an extensive discussion of registration of renewal claims and for guidance in completing these forms, see [Chapter 2100](#).

**1409    GATT Registration Applications: Form GATT**

[Applicants](#) must use Form GATT to register a foreign work that was restored to copyright protection in the United States under the 1994 [Uruguay Round Agreements Act](#) ("URAA"), codified as [Section 104A](#) of the Copyright Act. [17 U.S.C. § 104A](#). At present, [applicants](#) cannot seek a GATT registration using the electronic registration system.

For more information on GATT applications, see [Chapter 2000](#), Section 2007.2.

**1410    Preregistration**

To seek a preregistration, [applicants](#) must use the online application designated for this service. For detailed information concerning preregistration, see [Chapter 1600](#). For guidance in completing an application for preregistration, see [Chapter 1600](#), Section 1606.

**1411    Waivers**

As discussed above, applicants must use an online application to register an architectural work, a group of [unpublished works](#), a group of photographs, a group of [serials or newsletters](#), a group of contributions to [periodicals](#), or a group of [short online literary works](#). In most cases, applicants must use the online application to correct or amplify the information appearing in an existing registration. See Sections [1404](#), [1406.1](#), [1406.2](#), [1406.4](#), [1406.5](#), and [1407](#).

In exceptional cases, the U.S. Copyright Office may waive this online filing requirement, subject to such conditions that the Associate Register of Copyrights and Director of the Office of Registration Policy and Practice may impose on the applicant. An applicant may submit a request to waive this requirement in writing. It should explain why the applicant is unable to use the online application, and it should be sent to the following address:

Associate Register of Copyrights and  
Director of Registration Policy & Practice  
Registration Program  
U.S. Copyright Office  
101 Independence Avenue SE  
Washington, DC 20559

See [37 C.F.R. § 202.4\(c\)\(10\), \(d\)\(4\), \(f\)\(4\), \(g\)\(8\), \(h\)\(11\), \(i\)\(11\)](#).

## **1412 Filing Fees**

### **1412.1 Statutory Basis for Setting Filing Fees**

Since 1997, the U.S. Copyright Office has undertaken a series of studies to determine what fees to charge for specific services relating to registration. The Office revisits its schedule of fees approximately every three years, a process during which it seeks public comment, adopts some fees, and makes recommendations for other fees to Congress.

The majority of the Office's fee adjustments are guided by [Section 708\(b\)](#) of the Copyright Act, which states that, before adjusting certain fees, the Register must conduct a study of the Office's costs for registering [claims](#) and must consider the timing of any fee adjustments and the Office's authority to use the fees consistent with the Office's budget. [Section 708\(b\)](#) also states that the Register may, based on the results of the fee study, adjust some fees "not more than necessary to cover the reasonable costs incurred by the Copyright Office for ... services ... plus a reasonable inflation adjustment to account for any estimated increase in costs." Finally, [Section 708\(b\)](#) mandates that certain fees "shall be fair and equitable and give due consideration to the objectives of the copyright system."

### **1412.2 Where to Find Specific Filing Fee Information**

The U.S. Copyright Office publishes its fee schedule in [Section 201.3](#) of Title 37 of the Code of Federal Regulations, and on the Office's [website](#).

### **1412.3 Submitting Filing Fees**

When filing [claims](#) via the U.S. Copyright Office's electronic registration system, the [applicant](#) will be prompted to provide payment on the Online Payment screen. Applicants who submit paper applications should provide a [deposit account](#) number in the appropriate space of the application or should submit the [filing fees](#) in the same envelope or package with the application and [deposit copy\(ies\)](#). For more specific information regarding deposit accounts, see [Section 1412.5](#) below.

### **1412.4 Acceptable Forms of Payment**

The U.S. Copyright Office has issued regulations regarding acceptable forms of payment for [filing fees](#). See [37 C.F.R. § 201.6\(a\)](#).

[Applicants](#) using the Office's online registration system to file applications may pay fees by making a secure payment by credit or debit card, electronic check, or U.S. Copyright Office [deposit account](#).

Applicants submitting paper applications may pay fees from a deposit account or by using checks, money orders, or bank drafts payable to the U.S. Copyright Office. Payment in cash may be made only in person at the Public Information Office.

Fees paid from a foreign country should be in the form of an international money order or bank check payable and immediately negotiable in the United States for the full amount of the fee required. All foreign checks or money orders must be redeemable without a service or exchange fee through a U.S. institution, payable in U.S. dollars, and imprinted with American Banking Association routing numbers. *See id.*

Postal money orders and international money orders that are negotiable only at a post office are not acceptable. Uncertified checks are accepted subject to collection. Where the statutory fee is submitted in the form of a check, the registration of the copyright [claim](#) or other record made by the Office is provisional until payment is received.

Receipt of valid fees is very important because it affects the effective date and validity of a registration. The [effective date of registration](#) will be the date the valid payment is received, provided that the applicant satisfied the minimum requirements for an acceptable application and [deposit copy\(ies\)](#) as of that date. In the event the filing fee is not paid, the registration or other record shall be expunged.

#### **1412.5 Deposit Accounts**

The U.S. Copyright Office maintains a system of [deposit accounts](#) for the convenience of those who frequently use the Office's services. The system allows an individual or firm to establish a deposit account with the Office and to make advance deposits into the account. Charges for [registration](#), [recordation](#), or other fee services will be deducted from the outstanding balance in such accounts. *See 37 C.F.R § 201.6(b).*

Only certain [applicants](#) may take advantage of deposit accounts. Specifically, a person or entity must have twelve or more transactions a year with the Office before they may prepay copyright expenses by establishing a deposit account. The Office and the deposit account holder will cooperatively determine an appropriate minimum balance for the deposit account (in no case less than \$450), and the Office will automatically notify the deposit account holder if the account falls below that balance.

Deposit account holders may take measures to protect against falling below the account minimum. The holder may authorize the Office to automatically replenish the account from the holder's bank account or credit card in an amount determined by the deposit account holder. Automatic replenishment will be triggered when the deposit account falls below the minimum level of funding. The Office will notify the account holder when its account will be replenished.

The Office will close a deposit account the second time an account holder overdraws the account within any twelve-month period. An account closed for this reason can be

reopened only if the account holder agrees to fund the account through automatic replenishment.

#### **1412.6 Refunds**

The U.S. Copyright Office will not refund fees submitted for applications for basic, supplementary, or renewal registration, including [mask works](#) and [vessel designs](#), if the Office refuses to register the [claim](#) because the material deposited does not constitute [copyrightable](#) subject matter or because the claim is invalid for any other reason. The Office will refund payments made by mistake or in excess of the fee, depending upon the timing of the request or other factors, but amounts of \$50 or less will not be refunded unless specifically requested. See [37 C.F.R. § 201.6\(c\)\(1\)](#). For example, the Office may refund the filing fee for a duplicate submission if the applicant filed an online application, and then immediately submitted another application to register the same work because her computer crashed before she received an email acknowledging her first submission. By contrast, if the applicant submitted an application for a preregistration, a supplementary registration, or a renewal registration, the Office will not refund the filing fee, even if she actually intended to file an application for a basic registration.

#### **1412.7 Cancellation of Registration in Cases of Dishonored Checks**

When a check received in payment of the [filing fee](#) is returned to the U.S. Copyright Office marked “insufficient funds” or is otherwise marked uncollectible, the Office may cancel any registration for which the dishonored check was submitted. [37 C.F.R. § 201.7\(c\)\(2\)](#).

The Office will notify an [applicant](#) in writing if the check could not be collected. If the filing fee is received within forty-five days from the date set forth in the [notice](#), the Office will issue a new [certificate of registration](#). The [effective date of registration](#) for the new certificate will be the date that the filing fee was received.

If the Office does not receive a filing fee within forty-five days, the Office will cancel the registration. If the [applicant](#) would like to resubmit the work for registration, the applicant should file a new application, together with new [deposit copy\(ies\)](#) and the correct filing fee. In appropriate cases, the Office reserves the right to require a certified check or money order, and in all cases, the effective date of registration will be based on the date that the new submission is received by the Office.

For additional information concerning this procedure, see [Chapter 1800](#), Section 1807.4(B).

#### **1412.8 Special Handling Fees**

The U.S. Copyright Office offers expedited handling of applications and documents, as well as requests for searches, [certifications](#), or other services. The Office charges an additional fee for expedited services, called a [special handling](#) fee. The current fees for these services are set forth in the Office’s regulations at [37 C.F.R. § 201.3\(d\)](#), and on its [website](#) under the heading “Special services.” For detailed information on these fees, see [Chapter 600](#), Section 623.6 and [Chapter 2400](#), Section 2411.3.

The special handling fee must be paid for each application, each document, or other service for which expedited service is requested and granted. Once a request for special handling has been granted, the special handling fee is not refundable, regardless of whether the Office issues a [certificate of registration](#) or a certificate of recordation or refuses to register or refuses to record the document.