**COPYRIGHT QUESTIONNAIRE**

1. Please give the full name, address, telephone number, and type of business entity (i.e., individual, partnership or corporation, including state of organization or incorporation) of the copyright owner.

1a. If the Owner is a business entity, please provide copies of the Articles, incorporating documents and stock share or membership interest that provide the percentage ownership of the entity and/or copyright.

2. What type of work is this?

*\_\_\_ work of the performing arts (musical and dramatic works, pantomimes and choreographic works, motion pictures, and other audiovisual works, including computer program screen outputs)?*

 *\_\_\_ sound recording?*

 *\_\_\_ work of the visual arts (paintings, sketchings, drawings, sculptures, maps, photographs, scale models, jewelry designs, fabric designs, architectural design)?*

 *\_\_\_ nondramatic literary work (fiction, non-fiction, poetry, textbooks, reference works, directories, catalogs, advertising copy, compilations of information, computer program)?*

 *\_\_\_ if this work is a contribution to a periodical or collection of various works, please give the title of this individual contribution and the title of the collection as a whole.*

3. Describe the general character of this work (i.e., instructional video tape, musical recording, lithographic print)

4. Have copies of this work been publicly distributed or given to another for purposes of distribution to the public? If so, please describe the circumstances, and give the date (month/day/year) when this first occurred, and the location.

 **\_\_\_\_ Yes Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_**

**\_\_\_\_ No**

Note – Before March 1, 1989, the use of copyright notice was mandatory on all published works, and any work first published before that date should have carried a notice. For works first published on and after March 1, 1989, use of the copyright notice is optional. But we recommend using one.

5. What is the exact title of this work?

 **ANSWER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

5a Are there any previous or alternative Titles?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If yes, please provide them below:

6. What is the full legal name of the person who actually created this work (the author)?

6a. If there is more than one author, and if the work is a “collective work,” give the requested information about every “author” who contributed any appreciable amount of copyrightable matter to this version of the work.

7. What is the date of birth of the person who actually created this work (the author)?

 **ANSWER: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

8. What is the nation of citizenship of the person who actually created this work (the author)?

 **\_\_\_ United States \_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9. Was this work done anonymously or pseudonymously?

 **\_\_\_\_ Yes**

**\_\_\_\_ No**

10. Was the work prepared by an employee acting within the scope of his/her employment *or* under a written agreement with the person who prepared the work?

 **\_\_\_\_ Yes**

**\_\_\_\_ No**

11. If there is more than one author, what was each author’s contribution to this work (i.e., text, photography, artwork, illustrations)?

12. Who owns the copyright in the work? If different from the author of the work, please explain how ownership was obtained (i.e., copyright was assigned, author is the employee of the copyright owner).

*\_\_\_ Applicant owns copyright as author is full-time employee and work was within scope of duties.*

 *\_\_\_ Application owns copyright as author signed written agreement assigning rights to work.*

 *\_\_\_ Other circumstance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

13. Has this work, or an earlier version of this work, been previously registered with the Copyright Office? If so, what is the Registration No. and date of registration? Why is another registration being sought?

 **\_\_\_\_ Yes Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **New registration sought because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_ No**

14. Is this work derived, or based on, a pre-existing work? (i.e., a translation or abridgment)? If so, how does this work differ from the pre-existing work (i.e., sculpture based on a drawing)?

 **\_\_\_\_ Yes Difference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_ No**

15. Does this work consist of a collection of pre-existing materials or information which you have selected from a number of sources? If so, please describe this collection (i.e., compilation of 19th century political cartoons).

 **\_\_\_\_ Yes Collection comprises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_ No**

**16. Year and Location upon where the work was created (meaning the time upon when the work was first completed).**

**17. Date of first 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.” Give the full date (month, day, year) when, and the country where, publication first occurred. If first publication took place simultaneously in the United States and other countries, it is sufficient to state “U.S.A.”

16. Do you wish to provide the Copyright Office with a license to make copies of this work for the blind and physically handicapped?

 **\_\_\_\_ Yes \_\_\_\_ No**

17. When was this work completed?

 **Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

18. **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.

 If you have questions about the content of this questionnaire, please feel free to contact me directly at 561-299-0018. Otherwise, please complete the questionnaire to the best of your ability so we can being the copyright process. Please note that for each version of the work – a new copyright application will have to be filed and approved.

 Your cooperation is greatly appreciated.

 Very Truly Yours,



 Sommer C. Horton, Esq.

 Horton Law Group, P.A