

Music Copyright Registration Checklist

Everything you need to register a song or sound recording with the U.S. Copyright Office.

Decide what to register

- Form PA — the musical composition (song + lyrics)
- Form SR — the sound recording (specific recorded performance)
- Group PA / GRUW — multiple unpublished works
- GRAM — album of published sound recordings

Gather your deposit materials

- Digital audio file of the work
- Lyric sheet(s)
- Complete list of authors and their contributions
- Publication date (if published)

Confirm chain of title

- Split sheets signed by all co-writers
- Producer / work-for-hire agreements
- Any assignments or transfers of rights

File through eCO

- Create an Electronic Copyright Office account
- Complete the appropriate form
- Upload deposit copy
- Pay the filing fee
- Save the confirmation and case number

After filing

- Record the effective date of registration
- Store the certificate securely (physical + digital)
- Update your split-sheet and rights database

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