



## **COPYRIGHT REGISTRATION SERVICE**

CARCC's Registration Service serves to assist in establishing the identity and date of completion of visual designs: i.e. for stage environments, submissions, or other projects/works. Registration of the documentation of the design/creation provides evidence of the Artist's authorship of the visual design registered and of the date of its registration. A visual artist has copyright in the material by virtue of the act of creation. Registration as of a certain date can provide confirmation of that creation.

### **PROCEDURE**

Documentation of the design to be registered may be mailed or delivered to the CARCC address given below.

All material must fit into an 8.5 x 11" envelope.

Include name, address, and phone number.

Include the appropriate registration fee:

CARCC Members \$ 20.00

Non-members \$ 30.00

(Cheques payable to the CARCC. Fees include GST)

When the documentation of the visual design is received, it is dated, given a registration number, sealed in a CARCC registration envelope, and stored in a safety deposit box.

The Artist is given a receipt and registration number.

### **DURATION**

The Registration of deposited material is valid for a term of five years. An Artist may renew the registration for additional terms upon the payment of the current registration fee. If no renewal is received within thirty days of the expiry of a term, CARCC will destroy the registered material or return the registered material to the Artist if so directed.

### **WITHDRAWAL**

The registration loses all value if the Artist withdraws the material, as there will no longer be evidence that the material has been in CARCC's charge since the date of deposit. If the Artist finds it necessary, the material can be returned upon written request from the Artist.

When the registration is in the names of more than one Artist, the written consent of all is required to authorize a withdrawal.

Under no circumstances will registered material be allowed out of CARCC files unless by court order. No information regarding the registration or the existence of any registration will be given to anyone other than the Artist/Artists, without either the authorization of the Artist/Artists or a court order.

### **MAILING ADDRESS**

Canadian Artists  
Representation Copyright  
Collective Inc (CARCC)

109A Fourth Avenue,  
Ottawa, ON K1S 2L3;

T 613 232 3818;  
F 613 232 8384;  
Toll free 866 502 2722;

email [carcc@carcc.ca](mailto:carcc@carcc.ca)  
website [www.carcc.ca](http://www.carcc.ca).



## APPLICATION FOR REGISTRATION OF COPYRIGHT

(Please print clearly)

I (we) \_\_\_\_\_  
(Insert full name of copyright owner)

of \_\_\_\_\_  
(insert address)

hereby declare that I am (we are) the owner(s) of the Copyright in the original artistic work entitled:

\_\_\_\_\_  
(Insert title and medium)

by \_\_\_\_\_  
(Insert full name and full address of creator(s))

\_\_\_\_\_  
(Insert full name and full address of creator(s))

\_\_\_\_\_  
(Insert full name and full address of creator(s))

\_\_\_\_\_  
(Insert full name and full address of creator(s))

and that the said work was first created on:

\_\_\_\_\_ in \_\_\_\_\_  
(Insert dd/mmyy) (city or town, province, country)

and I (we) hereby request you to register the copyright of the said work in my (our) name(s) in accordance with the provisions of the Copyright Act.

I (we) forward herewith the fee for the registration and request issue of a certificate of registration of copyright.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
(Insert city, town), (day), (month), (year)

\_\_\_\_\_  
(Print name) (Signature)

\_\_\_\_\_  
(Telephone number 1) (Telephone number 2)

### MAILING ADDRESS

Canadian Artists  
Representation Copyright  
Collective Inc (CARCC)

109A Fourth Avenue,  
Ottawa, ON K1S 2L3;

T 613 232 3818;  
F 613 232 8384;  
Toll free 866 502 2722;

email carcc@carcc.ca  
website www.carcc.ca.