



COPYRIGHT CLAIMS BOARD

Designated Service Agent Directory

Search, Registration, and Designating an Agent

Welcome to the Designated Service Agent Directory, or DSAD. The public may search the DSAD to determine whether a particular corporation, partnership, or unincorporated association has designated an agent for service of official notices of proceedings before the Copyright Claims Board. Service means the formal delivery to the respondent(s) or respondent's agent of documents in the proceeding. You do not have to register for an account in order to search the directory.

Eligible corporations, partnerships, or unincorporated associations may designate a service agent, or amend a designation. To make a designation, you will need to register for an account.

Registering for an account

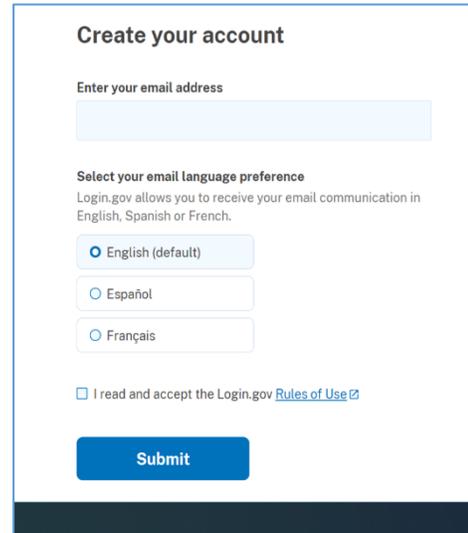
To register for an account, select the "Register/Login" option on the top right of the homepage and select "Continue to LOGIN.GOV."

The screenshot shows the Copyright Claims Board website interface. At the top, there is a navigation bar with the text "COPYRIGHT CLAIMS BOARD" on the left, "Designated Service Agent Directory" in the center, and "Register / Login" and "Help" on the right. The main content area features a search box with the text "Search the Copyright Agent Directory" and "Search for designated service agent association, including by legal name". Below the search box is a "Search Directory" button. A modal dialog titled "CCB Designated Service Agent Directory" is overlaid on the page. The dialog contains a diagram with three icons: a person, a keyhole, and a computer screen, connected by lines. Below the diagram, the text reads: "The U.S. Copyright Office uses login.gov to administer usernames and passwords. By clicking 'Continue' you will be redirected to the login.gov portal from which you can access your account for the CCB Designated Agent Directory." At the bottom of the dialog are two buttons: "Cancel" and "Continue to Login.gov". The footer of the website includes a "Resources" section with links to "CCB.gov", "Help", "FAQs", and "Contact". On the right side of the footer, there is the Copyright Claims Board logo and the address: "101 Independence Ave S.E., Washington, D.C. 20559-6000".

Enter your email and password for an existing Login.gov account to continue or you can register for a new account by selecting “Create an account.” If you have already registered for an account through the eCCB you do not need to create a new user account to use the DSAD.

If you are creating a new account, enter your email address and select your language preference, then press “Submit.” An account confirmation will be sent to your email address for you to complete your new LOGIN.GOV setup.

Once you have logged in with your email and password you will need to provide certain information so the U.S. Copyright Office can identify you and provide you with submitter access to the DSAD. You will need to provide your first and last name, email address for correspondence, and telephone number. Once you have entered your information press “Save.” You can also edit your information by selecting the “Edit” button on the bottom of the screen.



Create your account

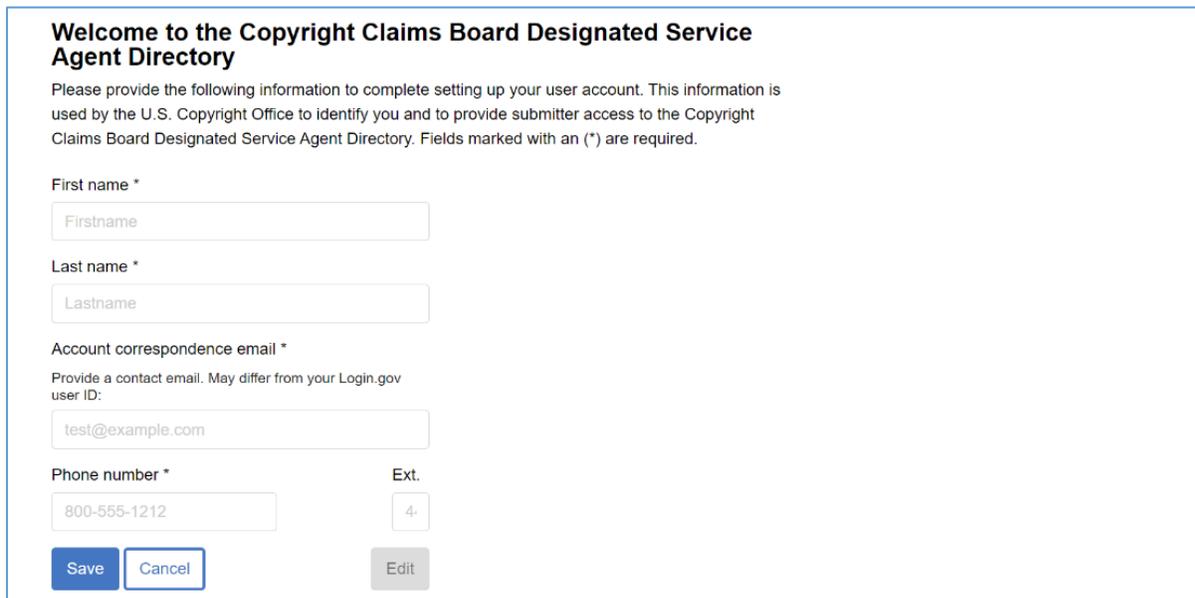
Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)
 Español
 Français

I read and accept the Login.gov [Rules of Use](#)

Submit



Welcome to the Copyright Claims Board Designated Service Agent Directory

Please provide the following information to complete setting up your user account. This information is used by the U.S. Copyright Office to identify you and to provide submitter access to the Copyright Claims Board Designated Service Agent Directory. Fields marked with an (*) are required.

First name *

Last name *

Account correspondence email *
Provide a contact email. May differ from your Login.gov user ID:

Phone number * Ext.

Save **Cancel** **Edit**

Entering designated service agent information

Once your account has been set up, you will be able to enter designated service agent information on behalf of a corporation, partnership, or unincorporated association if you are authorized to do so. All information entered serves as the public directory of record. Please provide information as accurately as possible. Each entry in the directory requires a one-time, non-refundable service fee of \$6.00.

Select the blue “Add entry to directory” button to begin your entry.

The screenshot shows the top navigation bar with links for "Search Directory", "Add Designated Service Agent" (highlighted in blue), and "Edit User Account". Below the navigation bar, it states "You are logged in with Login.gov user ID: ccb_natalie_c@mailinator.com". The main heading is "Welcome to the Copyright Claims Board Designated Service Agent Directory". A paragraph of instructions follows: "Use this page if you are authorized to enter designated service agent information on behalf of a corporation, partnership, or unincorporated association. Please provide this information as accurately as possible as it serves as the public directory of record for this information. A \$6.00 non-refundable service fee will be required before submitting to the directory." A blue button labeled "Add entry to the directory" is visible. Below the button, a message box states "No Service Agent records found". The footer contains "Resources" with links to "CCB.gov" and "Help", the Copyright Claims Board logo, and the text "COPYRIGHT CLAIMS BOARD".

Enter the name of your organization in the provided text box, then select the organization type from the drop-down menu below. Organization types include corporation, partnership or unincorporated association. You will also need to enter the state of incorporation if you are entering information for a corporation. Finally, select the principal place of business. The principal place of business is the organization’s “nerve center,” where an organization’s officers direct, control, and coordinate activities.

The form is titled "Corporation, partnership, or unincorporated association information". It contains several fields: "Organization name *" with a text input box containing "Organization Name"; "Organization type *" with a dropdown menu showing "Corporation"; "State of incorporation *" with a dropdown menu showing "Select"; "Other states in which the corporation is registered to do business" with a dropdown menu showing "Select"; "Currently Selected:" section; and "Principal place of business *" with a dropdown menu showing "Select".

Next, enter the principal place of business information, phone number, and email address for the entry.

Mailing address

Address line 1 *

Address line 2

City *

Country *

State * Zip code *

Phone number * Ext.

Email *

If applicable, you can now provide up to 50 trade name(s) and affiliated entities for the corporation, partnership, or unincorporated association. To enter a name or affiliated entity, type the information into the provided text box and click “Add additional name.” You can repeat this process to add additional names or affiliated entities until you reach the maximum limit of 50 per form. The entries will appear listed in the order you entered them. You can remove entries by selecting “Remove” to the right of the entry.

If applicable, please provide up to 50 trade name(s) and affiliated entities for the corporation, partnership, or unincorporated association.

Trade name(s) and affiliated entities

[Remove](#)

Once you have entered all name(s) and affiliated entities, scroll down to enter the designated service agent information, including the designated service agent name, organization, mailing address, phone number, and email address.

Designated service agent information

Please provide the contact information for the designated service agent, including any entity by which the agent is employed, which may be a different organization than the corporation, partnership, or unincorporated association designating an agent.

Designated service agent name *

Designated service agent organization

Finally, any organization designating a service agent must accept service by mail. If an organization will also accept service by email, select “mail or email.”

Preferred service method *

Organizations designating a service agent must accept service by mail. Organizations may also accept service by email by selecting “mail or email.” Service agent email addresses will only be displayed if “mail or email” is selected.

mail or email

[Save](#) [Cancel](#) [Pay and submit](#)

Please note: you can save the form as a “Draft” before you “Pay and submit” for the request.

You must save your information before continuing by selecting the blue “Save” button on the bottom of the screen. You can also cancel an entry by selecting the “Cancel” button. Once your information has been saved, you can submit your entry by select the blue “Pay and submit” button.

[< Cancel](#)

Designated Service Agent Directory

COPYRIGHT CLAIMS BOARD

Payment Information
Payment Amount \$6.00

I want to pay with my

Bank account (ACH)

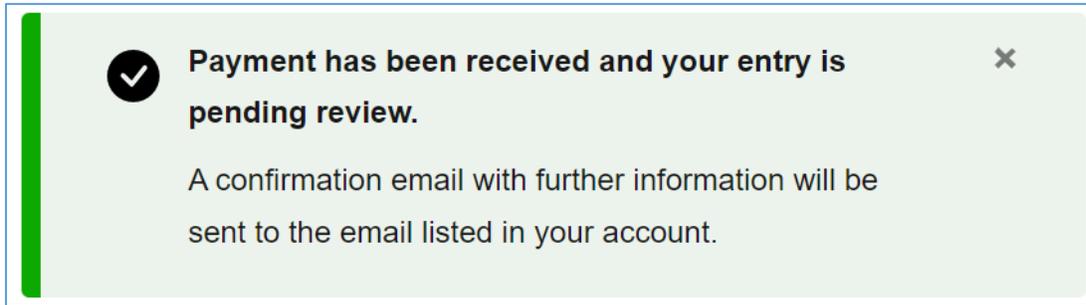
Amazon account

PayPal account

Debit or credit card

[Continue](#) [Cancel](#)

Once your payment information has been entered, you will receive a confirmation along the top of your screen that the payment has been received and your entry is pending review. You will also receive a confirmation email to the email address for your LOGIN.GOV account.

A light green rectangular notification box with a blue border. On the left side, there is a vertical green bar. Inside the box, on the left, is a black circle containing a white checkmark. To the right of the checkmark is the text "Payment has been received and your entry is pending review." in bold. In the top right corner of the box is a small grey 'x' icon. Below the bold text, there is a line of text: "A confirmation email with further information will be sent to the email listed in your account." data-bbox="114 157 783 302"/>

Payment has been received and your entry is pending review.

A confirmation email with further information will be sent to the email listed in your account.

Your confirmation email will contain a record number, information on your submission, and a link to your submitted entry. Please keep your record number on file to refer to when seeking assistance from the CCB.

Searching the Copyright Claims Board Designated Service Agent Directory

You do not need to register for a LOGIN.GOV account to search the Copyright Claims Board Designated Service Agent Directory. Instead, you can simply use the search bar on the homepage of the DSAD.

[Search Directory](#) [Add Designated Service Agent](#) [Edit User Account](#)

You are logged in with **Login.gov user ID:** ccb_natalie_c@mailinator.com

Search the Copyright Claims Board Designated Service Agent Directory

Search for designated service agents by name of corporation, partnership, or unincorporated association, including by legal names, trade names, and affiliated entities (if provided).

Using the search bar, you can search for designated service agents by name of corporation, partnership or unincorporated association, including by legal names, trade names, and affiliated entities. Type your information in the “Search Directory” box and select the blue “Search” button.

Search results can be sorted by organization name, principal place of business, and state of incorporation.

Search the Copyright Claims Board Designated Service Agent Directory

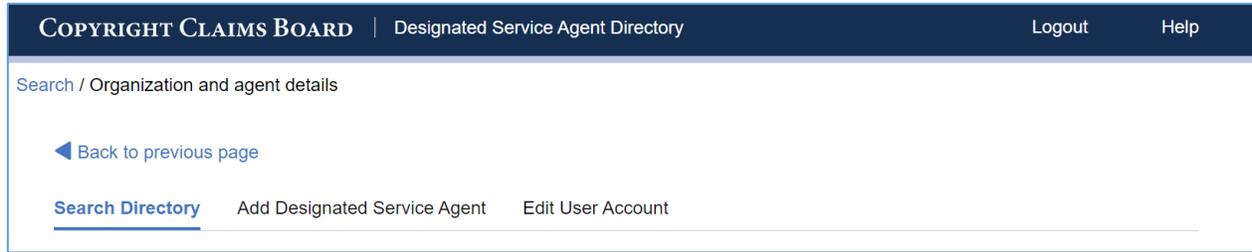
Search for designated service agents by name of corporation, partnership, or unincorporated association, including by legal names, trade names, and affiliated entities (if provided).

Search results for: Displaying 1-25 of 588

Organization Name	Organization Type	Trade Name(s) and Affiliated Entities	Principal Place of Business	State of Incorp.	Business Registration – Other State(s)	Agent Contact Information
123 Corporation+	Unincorporated association	Flores Ltd One Two Three	MS	N/A	N/A	The Count Morris-Gamer

To see further details for a search result, click on the blue name of the organization.

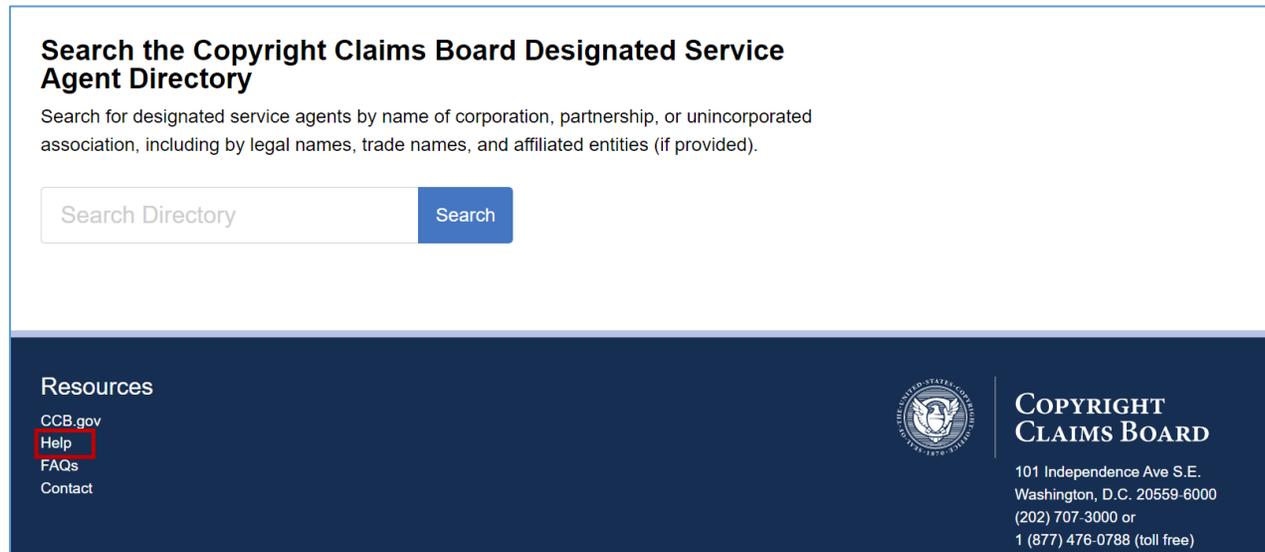
To return to the DSAD homepage, select “Back to previous page” on the top left side of your screen.



The screenshot shows the top navigation bar of the Copyright Claims Board website. The header is dark blue with white text. On the left, it says "COPYRIGHT CLAIMS BOARD | Designated Service Agent Directory". On the right, there are links for "Logout" and "Help". Below the header, there is a search bar with the text "Search / Organization and agent details". Below the search bar, there is a blue arrow pointing left with the text "Back to previous page". Below that, there are three links: "Search Directory" (underlined), "Add Designated Service Agent", and "Edit User Account".

Help

For more information on the Copyright Small Claims and the Copyright Claims Board you can select the “Help” option on the top right of your screen. The Help option is also located under the Resources option on the bottom left of the homepage. This option will direct you to the U.S. Copyright Office Small Claims webpage. This webpage contains general information, including key facts and benefits of the CCB, information on the CASE Act, related resources, and the ability to sign up for email updates on the CCB.



The screenshot shows the search page for the Copyright Claims Board Designated Service Agent Directory. The page has a white background with a dark blue footer. The main heading is "Search the Copyright Claims Board Designated Service Agent Directory". Below the heading is a paragraph: "Search for designated service agents by name of corporation, partnership, or unincorporated association, including by legal names, trade names, and affiliated entities (if provided)." Below this is a search form with a text input field labeled "Search Directory" and a blue button labeled "Search". The footer is dark blue and contains a "Resources" section with links for "CCB.gov", "Help" (highlighted with a red box), "FAQs", and "Contact". To the right of the "Resources" section is the Copyright Claims Board logo and contact information: "101 Independence Ave S.E., Washington, D.C. 20559-6000, (202) 707-3000 or 1 (877) 476-0788 (toll free)".