



Bureau of  
**Copyright**  
and Related Rights



# Copyright Registration

# Step 1:

## Go to [www.ipophil.gov.ph](http://www.ipophil.gov.ph) to download the form



- Copyright
- BLA IP Dispute Resolution
- Technology Transfer
- Patent Search and Analytics
- IP Enforcement
- Downloadable Forms
- Schedule of Fees
- Global IP Services



# Search copyright registration info online!

f t in i v IPOP HL | www.ipophil.gov.ph



# Download the form



Copyright is the legal protection extended to the owner of the rights in an original work. "Original work" refers to intellectual creation in the literary, scientific and artistic domain.

Among the literary and artistic works enumerated in the IP Code are books and other writings, musical works, films and photographic works, ornamental designs or models of manufacture, paintings, sculptures, and other works of arts, as well computer programs and mobile apps, etc.

The IP Code grants authors, artists, and other creators, automatic protection for their literary and artistic creations. from the moment they create it.

### QUICK LINKS

- COPYRIGHT REGISTRATION
- RECORDATION OF COPYRIGHT TRANSFER, ASSIGNMENT, EXCLUSIVE LICENSE AGREEMENTS, ETC..
- FORM
- FEES

### COPYRIGHT REGISTRATION

- 1**  
**DOWNLOAD THE FORM (RF)**  
Download and fill out the **BCRR Transaction Form**
- 2**  
**SEND REQUEST AND REQUIREMENTS**  
Complete and send the requirements to **copyright\_registration@ipophil.gov.ph**.
  - In your email subject line, write "Request for Copyright Registration\_ (Name of Applicant)": *Ex: Subject: Request for Copyright Registration\_Juan dela Cruz*
- 3**  
**Pay**  
**Pay the fees online**  
Check your email for the E-Statement of Account (SOA) and pay the **filing fees** indicated therein. Send the proof of payment to BCRR via email.
- 4**  
**Receive the eCertificate of Copyright**  
Expect to receive the certificate via email or courier

# Step 2:

## Fill out the Transaction Form



Republic of the Philippines  
**Intellectual Property Office of the Philippines**

**Bureau of Copyright and Related Rights**

Intellectual Property Center  
 #28 Upper McKinley Rd., Fort Bonifacio  
 Taguig City 1634 PH  
 +63 (2) 7238-6300  
 copyright\_registration@ipophil.gov.ph

### TRANSACTION FORM

NOTE: Use "N/A" for fields that are not applicable. Recordation of copyright transfer/assignment, mortgage, etc. requires initial registration, if applicable.

<b>Type of Application</b> (Please tick boxes that apply)	<input type="checkbox"/> Copyright / Related Rights Registration	<input type="checkbox"/> Certified True Copy of Copyright Certificate
	<input type="checkbox"/> Anonymous/Pseudonymous Work Registration	<input type="checkbox"/> Recordation of Copyright Transfer/Assignment, License, Mortgage, Sale, etc.
	<input type="checkbox"/> Correction of Entry in Copyright Registry	<input type="checkbox"/> Reconstitution of Records (for lost original certificate of copyright registration)
	<input type="checkbox"/> Registration of Resale Rights	
	<input type="checkbox"/> Other Certifications: _____	
	<input type="checkbox"/> No. of Certificates: _____	
<b>Submission Type</b>	<input type="checkbox"/> Electronic Filing (email submission)	<input type="checkbox"/> Single Filing
	<input type="checkbox"/> Through IPSO (Indicate IPSO-Region) -- _____	<input type="checkbox"/> Bulk Filing (QTY): _____ (minimum of 10 works of the same class only)
	<input type="checkbox"/> Through ITSO	
<b>Type of Applicant</b>	<input type="checkbox"/> Author/Creator/Related Rights Holder	<input type="checkbox"/> Copyright Claimant/Transferee/Assignee/Mortgagee
	<input type="checkbox"/> Agent	<input type="checkbox"/> Licensee
<input type="checkbox"/> Heir(s)	<input type="checkbox"/> New Owner (Resale)	
<b>APPLICANT INFORMATION</b> (For Individual applicants, you may skip Name of Company/Government Agency/School)		
Surname	First Name	Middle Name
_____	_____	_____

## Step 2:

# Fill out the Transaction Form

APPLICANT INFORMATION (For Individual applicants, you may skip Name of Company/Government Agency/School)					
Surname		First Name		Middle Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Name of Company / Corporation / Government Agency / School					
<input type="text"/>					
<input type="checkbox"/> Small Entity (Assets less than 100M) <input type="checkbox"/> Big Entity (Assets more than 100M)					
Date of Birth (YYYY-MM-DD)		Civil Status (Single, Married, Widow, Divorced, Separated)		Sex (Male, Female)	Nationality
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
Address (Complete Street info, village, subdivision, barangay)		Municipality/City			
<input type="text"/>		<input type="text"/>			
Province/State		ZIP Code	Mobile/Contact Number	Email Address	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
AUTHOR/ CREATOR/ PERFORMER INFORMATION (Skip this if same as above). Include all author(s) / creator(s) using the supplemental sheet(s), if applicable					
Surname		First Name		Middle Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date of Birth (YYYY-MM-DD)		Civil Status (Single, Married, Widow, Divorced, Separated)		Sex (Male, Female)	Nationality
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
Address (Complete Street info, village, subdivision, barangay)		Municipality/City			
<input type="text"/>		<input type="text"/>			
Province/State		ZIP Code	Mobile/Contact Number	Email Address	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Step 2:

# Fill out the Transaction Form

WORK/ CREATION/ PERFORMANCE INFORMATION (For bulk applications, minimum of 10 works of the same class, use additional transaction forms)			
Title	Date of Creation / Performance / Broadcast (YYYY-MM-DD)	Place of Creation / Performance /Broadcast (City/Municipality)	Classification of Work (Choose letter from the list at the back of this form)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Is the work a local or foreign submission? <input type="checkbox"/> Local <input type="checkbox"/> Foreign	Copyright registered with the IPOPHL or the National Library of the Philippines (NLP)? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, select which office</i>	<input type="checkbox"/> with IPOPHL <input type="checkbox"/> with NLP
Is the work <b>published?</b> (If applicable) <input type="checkbox"/> NO <input type="checkbox"/> YES (indicate publisher)	<input type="text"/>		
Is this a <b>derivative</b> work? (If applicable) <input type="checkbox"/> NO <input type="checkbox"/> YES (indicate original work)	<input type="text"/>		
Is the work derived from an <b>indigenous knowledge &amp; system &amp; practice (IKSP)</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (indicate source)	<input type="text"/>		
Is the work a product of a <b>government funded research project?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (indicate Government Funding Agency)	<input type="text"/>		
Is the work part of the <b>regular duties of the author as an employee?</b> (if applicable) <input type="checkbox"/> NO <input type="checkbox"/> YES (indicate employer)	<input type="text"/>		
Is the Author/creator/performer claiming <b>copyright/related right for the entire work?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (indicate part(s)/role(s))	<input type="text"/>		
DOCUMENTS SUBMITTED (Please check only those that are applicable for this application)			
<input type="checkbox"/> Electronic copy/photos of the work	<input type="checkbox"/> Government ID	<input type="checkbox"/> Deed of Assignment	<input type="checkbox"/> Marriage/Birth Certificate (spouse or children heirs)
<input type="checkbox"/> Special Power of Attorney (for Agents)	<input type="checkbox"/> Board Resolution	<input type="checkbox"/> Secretary's Certificate	<input type="checkbox"/> Other/s (please specify): <input type="text"/>
<input type="checkbox"/> IPOPHL/NLP Certificate of Copyright Registration			

## Step 2:

# Fill out the Transaction Form

## Classification of Works & Copyright Deposit Requirements

	Classification of Work	Copy of Work for Deposit and Registration
A	Books, E-Books, Audio books, pamphlets, comics, novels, articles	Two (2) original copies or an electronic copy submitted online or in storage medium
B	Periodicals, journals, diaries, newspaper, magazine, e-magazines	
C	Lectures, sermons, addresses, speeches, dissertations prepared for delivery	
D	Letters, circulars, encyclicals, emails, and other electronic messages	

## Step 2:

# Fill out the Transaction Form

## Classification of Works & Copyright Deposit Requirements

	Classification of Work	Copy of Work for Deposit and Registration
E	Plays, operas, choreographies, pantomimes, magic routines, and other novelty acts	Two (2) original copies of the music sheet or an electronic copy submitted online or in storage
F	Musical compositions with or without lyrics	
G	Drawings, paintings, architectural works, sculpture, engraving, prints, lithography, or other works of art, models, or designs for work of art	Two (2) 5R photographs or an electronic copy submitted online or in a storage medium



## Step 2:

# Fill out the Transaction Form

## Classification of Works & Copyright Deposit Requirements

Classification of Work		Copy of Work for Deposit and Registration
H	Ornamental designs or models for articles of manufacturer and industrial objects, and other works of alphabet arts	Two (2) 5R photographs or an electronic copy submitted online or in a storage medium, with a technical description of the design
I	Illustrations, maps, plans, sketches, charts, and three-dimensional works relative to geography, topography, architecture, or science	
J	Drawings or plastic works of a scientific and technical character	Two (2) 5R photographs or an electronic copy submitted online or in a storage medium
K	Photographic works including works produced by a process analogous to photography, lantern slides	

## Step 2:

# Fill out the Transaction Form

## Classification of Works & Copyright Deposit Requirements

	Classification of Work	Copy of Work for Deposit and Registration
L	Audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio visual recordings	
M	Pictorial illustrations and advertisements	– Two (2) original copies or an electronic copy submitted online or in storage medium
N	Computer programs and games	
O	Other literary, scholarly, scientific, and artistic works, including reports, studies, research, theses, and other academic papers, examinations, online courses, presentations	– Source Code (for Computer Programs and Games)
P	Sound recordings	
Q	Broadcast recordings	

## Step 2:

# Fill out the Transaction Form

YES  NO (indicate part(s)/role(s))

**DOCUMENTS SUBMITTED** (Please check only those that are applicable for this application)

Electronic copy/photos of the work  Government ID  Deed of Assignment  Marriage/Birth Cer  
 Special Power of Attorney (for Agents)  Board Resolution  Secretary's Certificate  Other/s (please sp  
 IPOPHL/NLP Certificate of Copyright Registration

**IPOPHL PRIVACY STATEMENT AS PER RA 10173 (DATA PRIVACY ACT OF 2012) AND SIGNATURE**

Agree  Disagree

By ticking the AGREE box and affixing my signature to the right, I understand that I am giving consent to the collection, storage, sharing and other necessary processing of the personal information contained in this application, freely and voluntarily, to the Intellectual Property Office of the Philippines (IPOPHL) and its partners, in the exercise of its mandate as the lead government agency for the protection of IP rights and in compliance with the provisions of RA 10173, also known as, the Data Privacy Act of 2012.

I declare that all the informati  
of my knowledge.

Sig

# Other Registration Requirements

Classification of Work	
For All Applicants	<ul style="list-style-type: none"><li>• Electronic copy of the filled-out BCRR Transaction Form</li><li>• 1 Government ID of the applicant</li></ul>
For Heir(s)	<ul style="list-style-type: none"><li>• For Heirs (Children) Birth certificate of heir/s and death certificate of parent author/creator</li><li>• For Heir (Spouse) Marriage Certificate of the heir spouse and author/creator</li></ul>
For Foreign Submissions/Agents	<ul style="list-style-type: none"><li>• For Foreign Submissions, Special Power of Attorney for designated or assigned agent</li><li>• Alien Certificate of Registration ID (for Non- Resident Alien Applicant) (If applicable)</li></ul>
For Copyright Recardation Applications	<ul style="list-style-type: none"><li>• Three (3) Original Copies of the BCRR Transaction Form</li><li>• Four (4) Original Copies of the Deed/Contract of Assignment/Transfer OR Mortgage/Exclusive License Agreement (whichever if applicable)</li></ul>
For Lost/Missing Certificate of Copyright Registration	<ul style="list-style-type: none"><li>• Three (3) original, hard copies of Affidavit of Loss</li></ul>

## Step 3:

Send the form and requirements to  
[copyright\\_registration@ipophil.gov.ph](mailto:copyright_registration@ipophil.gov.ph)

Email subject line:

"Request for Copyright Registration\_ (Name of Applicant)"

*Ex: Subject: Request for Copyright Registration\_Juana dela Cruz*

## Step 4:

### Pay the fees online (payment link sent to applicant)

- PayMaya – Credit Card
- PayMaya – PayWallet
- Dragonpay (online and OTC banking, Bayad Centers, Gcash)



## Step 5: Receive the Certificate

The certificate will be sent via email or courier (if applicable)

Republic of the Philippines  
**INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES**  
Bureau of Copyright and Related Rights  
Taguig City, Philippines

*Certificate of Copyright Registration*

Certificate No. A-2020-00002

Be it known that on (Date of Application), (Name of Owner) of (Place) caused the registration and deposit with the National Library of the Philippines (NLP), through the Intellectual Property Office of the Philippines (IPOPHL), of the work with the following specifications

Title :  
Author (s) :  
Class :

Creation Date :  
Period of Protection :

Recordation and deposit is made for the purpose of completing the records of the NLP in accordance with Section 191 of Republic Act No. 8293, the Intellectual Property Code of the Philippines.

Issued on January 8, 2020 in the City of Taguig, Philippines.

INTELLECTUAL PROPERTY  
OFFICE OF THE PHILIPPINES  
EMERSON G. CUYO  
Director IV  
Bureau of Copyright and Related Rights



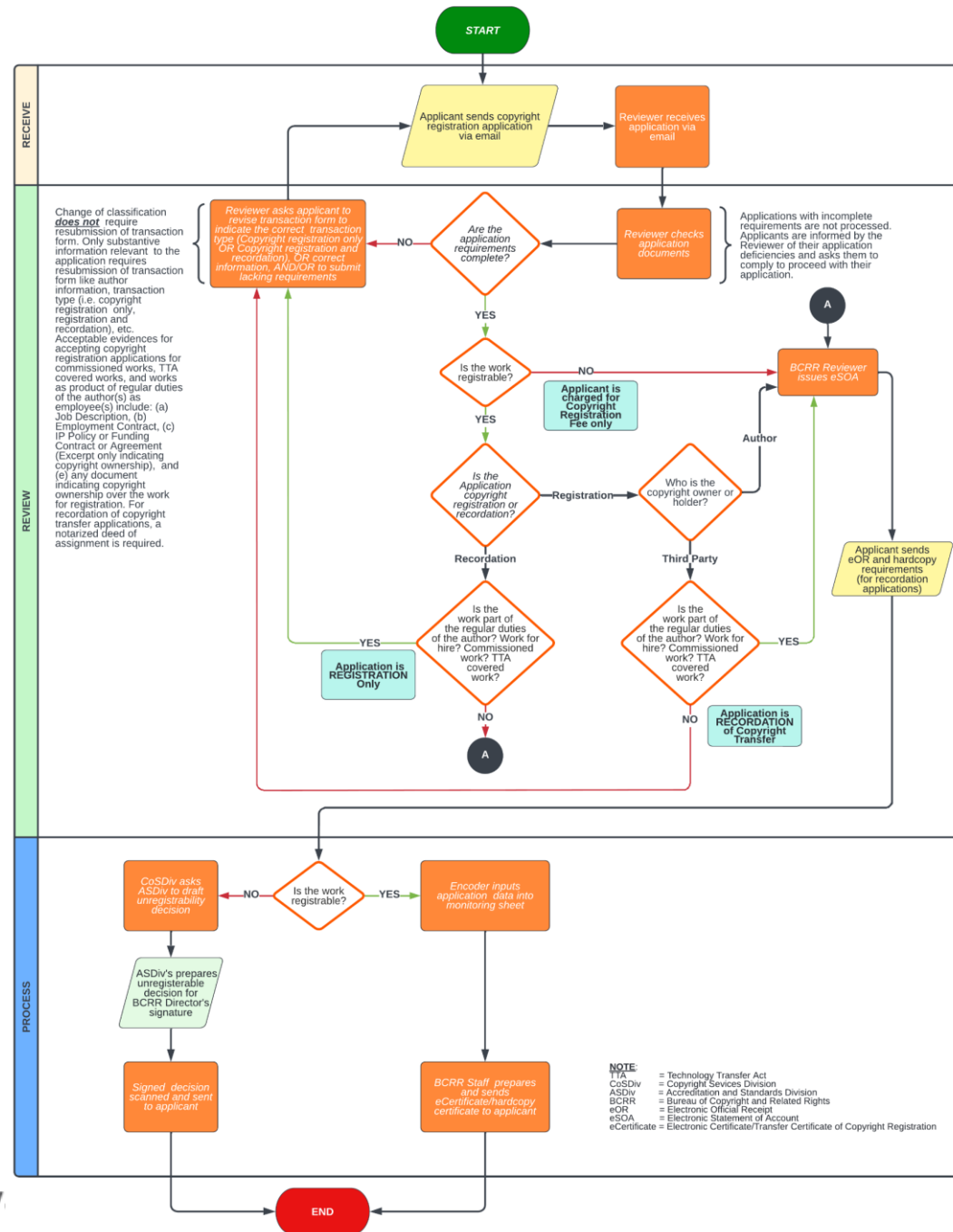
## Transfer & Recordation Process

- 01** Applicant submits electronic copies of documents to [copyright\\_registration@ipophil.gov.ph](mailto:copyright_registration@ipophil.gov.ph) and hardcopy of the documents to BCRR or IPSO
- 02** BCRR issues e-SOA for applicant to settle
- 03** BCRR reviews application upon receipt of original documents and confirmation payment
- 04** BCRR issues Certificate/Transfer Certificate of Registration (if applicable)
- 05** Applicant receives certificate via email (if applicable) and instrument of recordation via registered mail/courier



# Copyright Registration and Recordation Process

By Dr. Fernan R. Dizon | May 2, 2022



# Certificate of Copyright Registration Verification

ipophil.gov.ph/copyright/certificates-of-copyright-registration/

GOVPH HOME ABOUT SERVICES PROGRAMS UPDATES REFERENCES CONTACT

Home » Copyright » Certificates of Copyright Registration

## CERTIFICATES OF COPYRIGHT REGISTRATION

issued from January 1, 2021 to September 30, 2021

Certificate of Copyright Registration No.	CRC Issuance Date	Title of Work	Copyright Holder	Type of Registration
A-2021-00001	07/01/2021	Stardust	...	A - Books, E-books, novels, articles
O-2021-00002	13/01/2021	...	Murillo	O - Other literary, scholarly, scientific, and artistic works, including reports, studies, research, theses, and other academic papers, examinations, online courses, presentations
A-2021-00003	13/01/2021	Hope of the Future: Bless the Generations to Come	VICTORIL V. GUDES	A - Books, E-Books, Audio books, pamphlets, comics, novels, articles

Search in

- Certificate of Copyright Registration No.
- CRC Issuance Date
- Title of Work
- Copyright Holder
- Type of Registration "Class"





- e-Services
- Patent
- Utility Model
- Industrial Design
- Trademark
- Copyright**
- BLA IP Dispute Resolution
- Technology Transfer
- Patent Search and Analytics
- IP Enforcement
- Downloadable Forms
- Schedule of Fees
- Global IP Services

- About Copyright
- Copyright Registration and Deposit
- Copyright Registration Search**
- Accredited Collective Management Organizations (CMOs)
- Notice to the Public
- 1st Philippine International Copyright (PICS) Summit



- E-SERVICES
- REPORT AN IP VIOLATION
- HELP & SUPPORT



# Thank you!

Intellectual Property Office  
of the Philippines  
Intellectual Property Center,  
# 28 Upper McKinley Road, McKinley  
Hill Town Center,  
Fort Bonifacio, Taguig City  
(+632)7238-6300 loc. 8301 to 02  
[www.ipophil.gov.ph](http://www.ipophil.gov.ph)

BCRR:

[www.ipophil.gov.ph/copyright](http://www.ipophil.gov.ph/copyright)  
copyright\_registration@ipophil.gov.ph  
copyright@ipophil.gov.ph