



Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Office of the Director*

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**PUBLIC ADVISORY NO. JET-01**  
**February 1, 2021**

**ONLINE APPLICATION FOR COPYRIGHT REGISTRATION**

1. In view of the state of national emergency, the National Library of the Philippines still accepts application for copyright registration via electronic mail.
2. Documentary requirements shall be sent to **copyright@nlp.gov.ph** in PDF format for documents and PNG/JPEG format for photos.
3. Email subject must be **APPLICATION FOR COPYRIGHT BY (name of applicant)**.
4. The following are the required documents:
  - a. Completed application form which can be downloaded from **web.nlp.gov.ph**.
  - b. Copy of the duly accomplished and notarized Affidavit, which can be found in the second page of the application form downloadable from **web.nlp.gov.ph**.
  - c. Photos or copies of the work being registered (for published work, include photo of the copyright notice, which should be in the format: **Philippine Copyright (year of publication) by (name of copyright owner)**).
5. The complete list of documentary requirements is available at **web.nlp.gov.ph**.
6. The standard processing time is 10 days. Applications received after 4:00 PM shall be processed the next day.

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NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines  
+632 336-7200 | +632 310-5035 loc 303 | 0917-8718228  
web.nlp.gov.ph | do@nlp.gov.ph





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7. Applications with incomplete attachments and/or documentary requirements shall not be processed. Applications shall be duly informed of the status of their applications upon evaluation of the submitted documents.
8. Once the application is approved, **hard copies of the documentary requirements and copies of the final work along with two (2) pieces of documentary stamps and payment of Two Hundred Pesos (P200.00) as registration fee** shall be sent to the National Library of the Philippines via mail or courier.
9. Payment may also be made at NLP Cashier's office located at the Ground Floor, NLP Building T.M. Kalaw Street, Ermita Manila. The Cashier's office is open from Monday – Friday, 9:00AM to 3:00PM.

For Original Ornamental Design/Works for Manufacture, the deposit shall be in the form of a drawing of the design and the corresponding technical description.

For published works, two copies of the final printed work must be submitted. The printed copies should have a copyright notice printed in front or at the back of the title page (for books) or any clear space (for non-book materials, such as CDs, posters, brochures, etc.). The COPYRIGHT NOTICE shall be in the form, **PHILIPPINE COPYRIGHT (YEAR OF PUBLICATION) BY (NAME OF COPYRIGHT OWNER)**.

10. Applicants whose applications were approved have the option to personally claim their Copyright Certificates at NLP or have their certificates sent to them thru mail or courier. A scanned copy, which serves as a Provisional Copyright Certificate, shall also be sent to their email addresses.