



## Mechanical License Request Instructions

If you are duplicating from pre-recorded material or “sampling”, you must obtain a **MASTER RECORDING LICENSE** directly from the record company that owns the master to the recording, as well as a mechanical license from The Harry Fox Agency.

Please provide the following for each song to be recorded on the attached forms, **ONE SONG TITLE ONLY** per form.

- 1) Name and Address of Individual or Company responsible for payment of royalties. Please include phone number. **NO P.O. BOXES PLEASE.** If needed, use the explanation section on the license request form.
- 2) Exact Title – (When requesting “Selections From...” or “Medley” usage, please indicate **INDIVIDUAL SONG TITLES USED**, as well as the number of selections used. Each title must be licensed separately.)
- 3) Composer – (Please include arranger’s name if the original version of the song is in the Public Domain.)
- 4) Publisher Name(s) – (Copyright holders for music). If you need assistance in finding publishing information, please contact either **ASCAP** ([www.ascap.com](http://www.ascap.com) or 212-621-6160) or **BMI** ([www.bmi.com](http://www.bmi.com) or 212-586-2000).

*Please be sure to enter information regarding **YOUR** recording, not for the artist who originally recorded the song.*

- 5) Configuration & Product Number – Place the number you are assigning to your product on the appropriate line (LP, Cassette, CD). If you do not have a product number, place an “X” on the appropriate line.
- 6) Playing Time – The exact timing of each selection.
- 7) Release Date – The month and year of release of your recording.
- 8) Artist – For your recording.
- 9) Title of the Album – For your recording.

**RECORDINGS SHOULD NOT BE DISTRIBUTED UNTIL LICENSES HAVE BEEN RECEIVED, SIGNED AND RETURNED.**

Please include copies of any correspondence from publishers regarding the recording which you might have and **DO NOT** request licenses until you are positive that the selections are going to be included in the recording.

**ALL LYRIC CHANGES MUST BE APPROVED BY THE PUBLISHER DIRECTLY.** Do NOT send pre-payment with your requests. You will be invoiced (billed) or licensed accordingly. Anticipated Quantity of Units to be manufactured – check box for under 2500 or over 2500.

**All reduced rate license requests must be approved directly by the publishers. Please submit the approvals with your license requests.**

#### **ROYALTY INFORMATION**

Please refer to the Statutory Royalty Rates page for detailed information.

Questions regarding payments should be directed to the Publisher Services Department at 212-834-0100, or via email at [publisherservices@harryfox.com](mailto:publisherservices@harryfox.com)