**Ready to use this template in Concord?**   
Check out our [quick tutorial](https://support.concordnow.com/hc/en-us/articles/206445925-Using-a-Template) on how to upload your first template!

**Digital Millennium Copyright Act Notice**

We believe that copyright violation is a serious matter and will take action upon proper notice to protect the legal rights of copyright owners. The **Digital Millennium Copyright Act (DMCA**) is a United States copyright law that provides online service providers immunity from liability for copyright infringement if they promptly remove the offending content once notified of an alleged infringement by the Copyright owner or his designated Agent.

You may file a complaint with [**Company name**] if you believe that content hosted by [**Company name**] has been posted without your authorization and violates your copyright. We can be contacted as follows:

**ELECTRONICALLY:**

[**Enter Email**]

**BY MAIL:**

[**Enter Address**]

Your DMCA notice must be valid in order to be acted upon. A valid DMCA notice contains the following information:

1. A description of the infringing material;
2. Identification (preferably with a URL) of where the infringing material is located;
3. Identification (preferably with a URL) of where the original material is located;
4. A statement that you have good faith belief that the infringing use is not authorized by the Copyright Owner, their designated Agent or by law;
5. A statement under penalty of perjury that the information in the notice is accurate and that you are the Copyright Owner or an authorized Agent to act on behalf of the Copyright Owner;
6. Contact information such as name, address, phone number and email address; and
7. A physical or electronic signature of the authorized individual.

**DMCA Counter-Notice**

If your material has been removed upon our receipt of a DMCA notice, and you feel that such removal was in error, please provide [**Enter Company name**] with a written counter-notification containing the following information:

1. The specific URLs of the material that was removed;
2. Your email address, telephone number and physical address;
3. A sworn statement, under penalty of perjury, that you have a good faith belief that the material was removed as a result of mistake or misidentification;
4. A statement that you consent to the jurisdiction of the Federal District Court for the judicial district where you live (or to the federal district courts located in [**Enter Company’s County and State**] if you are located outside of the United States) and that you will accept service of process from the person who filed the DMCA notice or the agent thereof; and
5. Your physical or electronic signature.

Upon receiving a valid counter-notice, [**Enter Company name**] will contact the party that filed the original DMCA notice. That party will then have ten days to file legal action in regards to the claimed copyright violation and to notify us that such action has been taken. [**Enter Company name**] may choose to restore the material at issue if no notice is received within this ten-day period.