

DMCA Takedown Notice

Fillable Template — ClearLegalTips.com (2026)

This is the copy-and-paste DMCA takedown notice from our guide, formatted for you to fill in and send. It contains all six elements a valid notice must have under 17 U.S.C. §512(c)(3), including the two sworn statements (Elements 4 and 5). Replace every item in [BRACKETS] with your own details, then send it through the platform's copyright portal or to its designated copyright agent.

Part A — The Takedown Notice (Copy, Fill, and Send)

Subject line

DMCA Takedown Notice – [YOUR WORK / CASE REFERENCE]

To the Designated Copyright Agent for [PLATFORM / HOST NAME]:

This is a notice of copyright infringement under 17 U.S.C. §512(c). I request immediate removal of, or disabling of access to, the infringing material identified below.

1. Copyrighted work infringed

[Describe the work: title, type, and where the original appears — e.g., "the photograph titled '[TITLE]', first published at [URL / publication]."]

[Optional] U.S. Copyright Registration No.: [_____]

2. Infringing material and its location

[Exact URL(s) of the infringing copy, one per line, plus any identifying details such as the posting account name.]

URL 1: _____

URL 2: _____

URL 3: _____

Posting account / other identifying

details: _____

3. My contact information

Full name: _____

Mailing address: _____

Email: _____

Phone: _____

4. Good-faith statement

I have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.

5. Accuracy statement under penalty of perjury

The information in this notification is accurate, and under penalty of perjury, I am the owner, or an agent authorized to act on behalf of the owner, of an exclusive right that is allegedly infringed.

6. Signature

/s/ [TYPED FULL LEGAL NAME]

Typed full legal name: _____

Date: _____

Please confirm removal in writing to the email above.

Part B — Where to Send It

Takedowns go to the platform's designated agent. Find the right one in this order:

- Major platforms (YouTube, Meta, Amazon, Etsy, eBay) run dedicated copyright portals — use them; the portal walks you through the six elements and timestamps everything.
- For other sites, check the site's "DMCA" or "Copyright" page.
- If the site hides its contacts, look up its agent in the U.S. Copyright Office's official DMCA Designated Agent Directory, where every safe-harbor-claiming service must register.
- If the site is uncooperative, send the notice to its hosting company (findable via a WHOIS / host lookup), which has its own safe harbor to protect.

Part C — Prep Worksheet (Gather This Before You File)

Collect this information first so you can finish the notice in one sitting.

Your Work

Description of your original work: _____

Where it is legitimately published: _____

- ☐ I can prove ownership (I created it, or I hold an assignment / authorization)
- ☐ I confirmed the use is actually unauthorized (not a license, syndication, or my own public post)
- ☐ I considered fair use before filing (commentary, criticism, parody, and news reporting can be lawful)

The Infringement

Infringing URL(s): _____

Host / platform: _____

How to identify the infringing material (account name, post ID, etc.): _____

Your Statement

Your name and contact: _____

- ☐ Good-faith belief statement included (Element 4)
- ☐ Accuracy statement under penalty of perjury included (Element 5)

Part D — What Happens After You Send It

- With a complete notice, platforms typically remove or disable the material within days (portals often within hours), and the uploader is notified.
- The uploader may file a counter-notice under §512(g), swearing under penalty of perjury that the removal was a mistake or misidentification.
- After a valid counter-notice, the platform must restore the material in not less than 10 and not more than 14 business days — unless you notify it that you have filed a court action seeking to restrain the infringement.
- In plain terms: a counter-notice converts your takedown into a decision point — either you sue within roughly two weeks or the content comes back. Only a registered work can be the subject of that suit.
- Honesty is enforced: under §512(f), anyone who knowingly, materially misrepresents that material is infringing is liable for the resulting damages, costs, and attorney's fees. File takedowns like the sworn documents they are.

INSTRUCTIONS FOR USE

How to use: Send this only if you own the work (or are authorized to act for the owner) and have considered fair use. Fill Part C first to gather your facts, then complete every [BRACKET] and blank in Part A. Send the finished notice through the platform's copyright portal or to its designated agent (Part B) — not to general customer support. Keep a dated copy. This template is general information, not legal advice; consult a licensed attorney for your specific situation.

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