



GlowHost.com, Inc. | 1.888.293.4678 | dmca@glowhost.com |
Registered DMCA Agent: Matt Lundstrom
P.O. Box 1442, Palm City, Florida 34991

Formal Request for DMCA Takedown Notice

For your convenience, we have attached the guidelines for the Formal DMCA Takedown process on the following page.

In the event the notice does not comply with the attached template, then the notice is considered ineffective. Ineffective notices are not considered as providing the requisite knowledge to the provider to make the provider liable or required to comply with the complainants request under DMCA guidelines. Please make sure all sections are carefully completed.

If you would like to learn more about DMCA, please visit the following web site:
<http://copyright.gov/onlinesp/>

Formal Request for DMCA Takedown Notice

How to Send GlowHost a DMCA Take Down Notice:

To be effective as a DMCA take down notification your notification of claimed copyright infringement must be a written or email communication provided to our designated agent. The notice must contain the following provisions, otherwise, the service provider is not liable for compliance and is not responsible or expected to take any action.

Your DMCA Take down notice must include all the following:

1. Identification of the copyrighted work(s) claimed to have been infringed.
2. Identification of the material that is claimed to be infringing and that is to be removed or access to which is to be disabled. We also need information reasonably sufficient to permit us to locate the material, such as the URL where the infringing material can be located.
3. Information reasonably sufficient to permit us to contact you, the complaining party. At a minimum you should provide your address, telephone number and an electronic mail address we can use to contact you.
4. You must include one of the following statements somewhere in your letter:
 - A. "Under penalty of perjury, I swear that I am the owner of the copyrighted material described in this letter and that the identified copyrighted material is allegedly being infringed and that I have the right to act on my own behalf to seek redress for this alleged infringement. I have a good faith belief that use of my copyrighted material in the manner complained of is not authorized by myself, any agent of mine or by the copyright laws. I further swear under penalty of perjury that the information contained in this letter is true and accurate." OR
 - B. "Under penalty of perjury, I swear that I am authorized to act on behalf of the owner of the copyrighted material described in this letter and that the identified copyrighted material that is allegedly being infringed. I have a good faith belief that use of the copyrighted material in the manner complained of is not authorized by the copyright owner, any agent of the copyright owner, or the copyright laws. I further swear under penalty of perjury that the information contained in this letter is true and accurate."
5. You must sign the letter either with a physical, wet signature (i.e., using a pen) or you must use an electronic signature.
6. Send the written communication to us at one the following addresses:

Attn: GlowHost DMCA Compliance
C/o Matt Lundstrom
P.O. Box 1442
Palm City, Florida 34991
or via email to: dmca@glowhost.com