

Getting Started

To begin, [Log onto http://www.musicservices.org/](http://www.musicservices.org/)

Once you are at the homepage click on either **Click Here To Search For Songs** or **Search to begin**



**Publishing Administration
Copyright Management
Royalty Services**

5409 Maryland Way, Suite 200, Brentwood, TN 370
615-371-1320 FAX 615-371-1351

Welcome to Music Services

We administer the licensing and administration for over 100,000 music compositions and master recordings. The majority of songs we represent are Christian music and we represent five of the largest Christian music publishers: **EMI CMG Publishing, Mercy Vineyard Publishing, Word Music, Brentwood-Benson Music Publishing, and Maranatha Music.**

Please use our online database to [search for songs](#) that we administer. If you locate a song or master recording that you would like to use, you can request a license online by following the [License Request](#) procedure. Online licensing now allows you to monitor your request/s, make payments, and print licenses all through our website.

If you need help, please visit our [Publishing Terms](#) or [Frequently Asked Questions](#) page.

To get started, [click here to search for songs.](#)

Songs

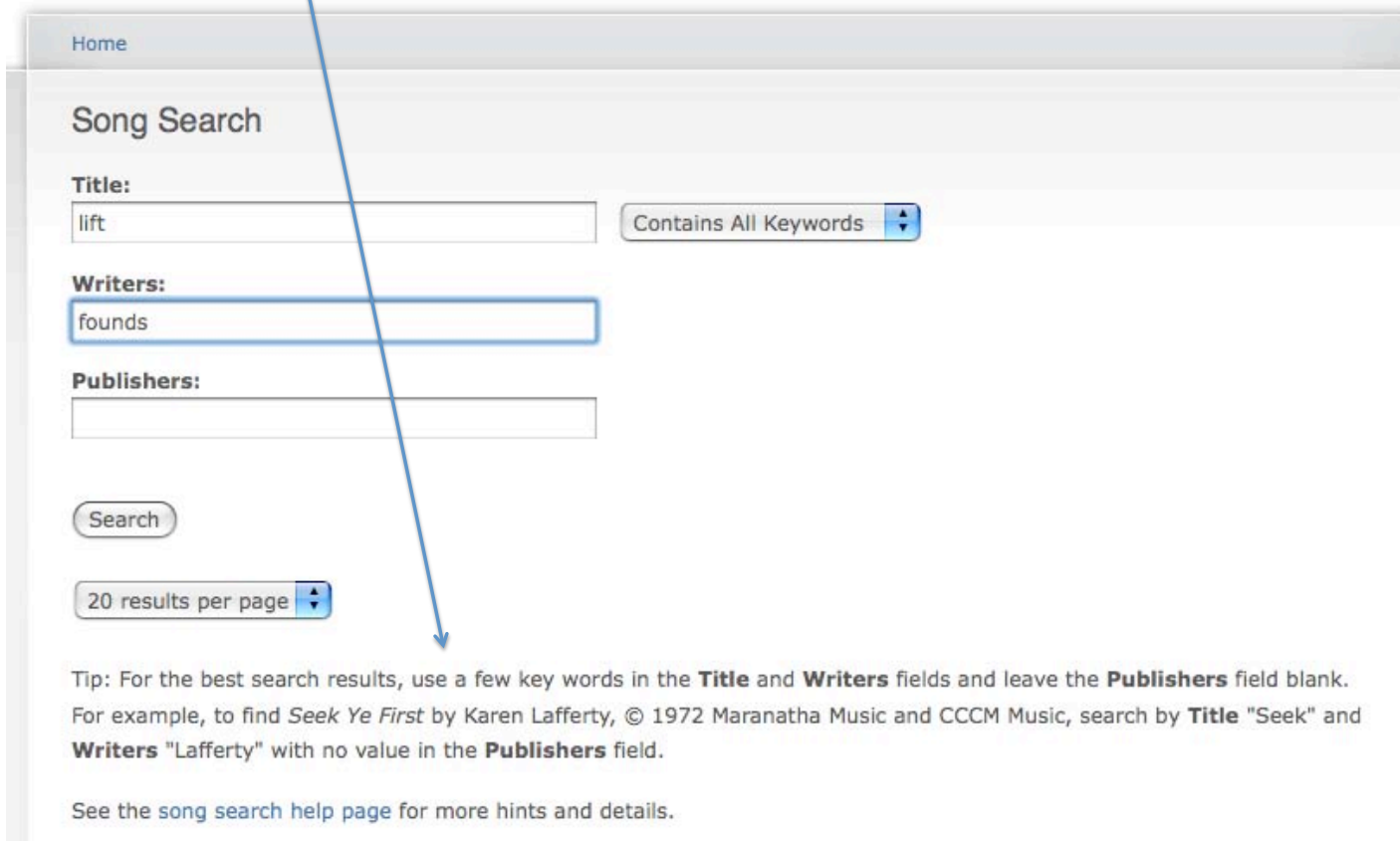
- [Search](#)
- [License Request](#)
- [Purchase Licenses](#)
- [License History](#)
- [Help](#)

Info

- [Rates and Licenses](#)
- [FAQ](#)
- [Publishing Terms](#)
- [Industry Links](#)

Finding A Song

Once at the search engine, enter in 1 or 2 key words of the title and writer's name, then click the **search** button. Below the search fields is a **tip** on how best to find the song you are looking for.



Home

Song Search

Title:
lift Contains All Keywords

Writers:
founds

Publishers:

20 results per page

Tip: For the best search results, use a few key words in the **Title** and **Writers** fields and leave the **Publishers** field blank. For example, to find *Seek Ye First* by Karen Lafferty, © 1972 Maranatha Music and CCCM Music, search by **Title** "Seek" and **Writers** "Lafferty" with no value in the **Publishers** field.

See the [song search help page](#) for more hints and details.

Selecting The Song and Initiating Your License Request

The Search results will provide you with a list of songs that matched your search criteria. Click on the song title you would like to license.

Song List

Click on the song title below to request a license.

Title	Writers	Publishers
I LIFT MY HANDS	Rick Founds and Todd Collins	MARANATHA! MUSIC
LORD I LIFT YOUR NAME ON HIGH	Rick Founds	MARANATHA! MUSIC/MARANATHA PRAISE...
TU NOMBRE LAVANTARE (LORD I LIFT YOUR NAME ON HIGH	Rick Founds	MARANATHA PRAISE, INC.
TU NOMBRE LEVANTARE (LORD I LIFT YOUR NA	Rick Founds	MARANATHA PRAISE, INC.

Selecting The License Type

After clicking on the title you wish to license, select the type of license you wish to request from the pull down window. After selecting the License Type, click the **Request License** button.



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Home > Song Search > Song List

LORD I LIFT YOUR NAME ON HIGH

License Song

License Type: *

- <none>
- <none>
- Mechanical
- Photocopy
- Print
- Videogram
- TV Sync
- Master Use - Artist/Choral
- Master Use - The Right Trax/Split Tracks
- Internet Audio Download
- Performance
- Slide/Transparency

MARANATHA! MUSIC/MARANATHA PRAISE, INC.

Copyright:

© 1989 Maranatha Praise, Inc./ASCAP (Administered by Music Services) All Rights Reserved Used By Permission

Songs

- Search
- License Request
- Purchase Licenses
- License History
- Help

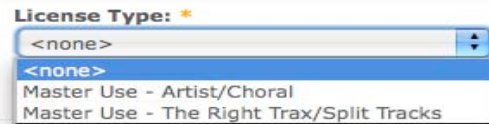
Info

- Rates and Licenses
- FAQ
- Publishing Terms
- Industry Links
- News
- Publishers Represented
- Site Search
- Contact Us

Filling In The License Request Form

Tip

If, after clicking on the song title, you are only offered these choices
Then we do not have song licensing rights, only the right to license certain Master Use licenses.
For more information on finding the publisher of a song we do not administer,
see http://musicservices.org/faq_26



The image shows a dropdown menu titled "License Type: *". The menu is open, showing three options: "<none>", "Master Use - Artist/Choral", and "Master Use - The Right Trax/Split Tracks". The first option is currently selected.

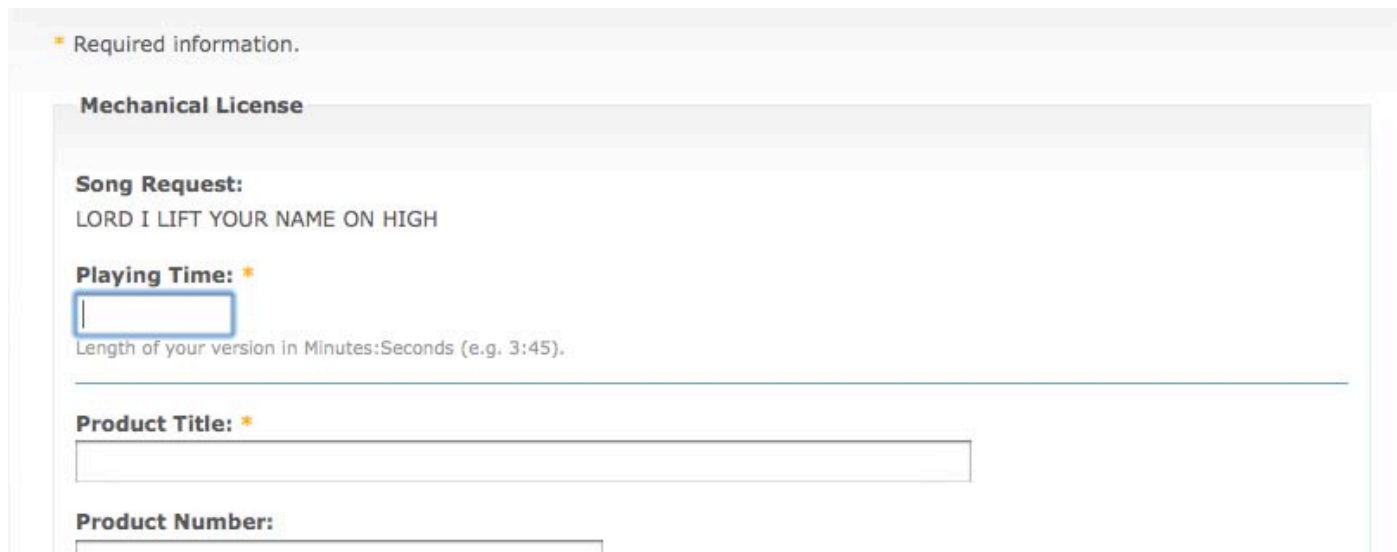
In the license request form, fill in the fields that are applicable to your use. If you are recording the song with your own musicians and singers, then only fill in the field with asterisks

Product Title is the title you are giving to the product you are creating e.g. "our favorite songs"

If you are using a track from an artist's recording, be sure to fill in the **Source Title, Source Product Number, Source Artist** Section. Source Title is the Title of the product where the track originates. Source Product number is found on the company's product you are using. Source artist is the artist performing the track(e.g. Source Title: **God Of This City**. Source Product Number: **SPD1234**, Source Artist: **Passion**).

If you are translating the song, then fill in the fields for your translation

When you are done, click the **Continue** Button



The image shows a section of the license request form titled "Mechanical License". It contains several fields:

- Required information.** (indicated by a red asterisk)
- Song Request:** LORD I LIFT YOUR NAME ON HIGH
- Playing Time: *** (indicated by a red asterisk): An empty text box with a blue border. Below it, the text "Length of your version in Minutes:Seconds (e.g. 3:45)." is displayed.
- Product Title: *** (indicated by a red asterisk): An empty text box.
- Product Number:** An empty text box.

Product identification or reference number.

Release Date: *

 - -

Month-Day-Year: Date product is available to the public.

Number Of Copies: *

Number of copies you are making.

Artist: *

Name of the artist performing the work.

▼ Rehearsal CDs or Compilation CDs

Check the appropriate items and enter the information below if you are making rehearsal CDs or compilation CDs.
DO NOT CHECK IF YOU ARE USING YOUR OWN MUSICIANS AND SINGERS.

Rehearsal CDs

CD using an artist's recording for choir or worship team, for learning and/or practice purposes only.

Compilation CDs

CD using various artists' recordings to sell or give away.

Source Title:

Source Product Number:

Usually found on the spine of the CD case.

Source Artist:

▼ Language Translation

Check the box and enter the information below if you are translating the original lyrics to another language.

Translation Language:

Language you are translating to.

Original Lyrics:

Original English lyrics.

Translated Lyrics:

Your translation to the specified language.

Reverse Translation of Lyrics:

Literal translation of your version back to English.

After Completing The License Request Form

If you would like to add another song to this license request, click **New Song Search**

If you are finished, click **Finalize Request**

License Request

Mechanical License - Edit

Title	Writers	Publishers	Time	
LORD I LIFT YOUR NAME ON HIGH	Rick Founds	MARANATHA! MUSIC/MARANATHA PRAISE...	01:01	<button>Remove</button>

Finalize Request New Song Search

If you are adding a second song to this request, you will be given the option to add this song to your request.

This time saving features makes it possible for you to fill out the license request form once when you have multiple songs for one request.

Click **Continue** to add this new song to your existing request.

License Request - Add Song

* Required information.

Mechanical License

Song Request:
BREATHE

Playing Time: *

Length of your version in Minutes:Seconds (e.g. 3:45).

NOTE: Submitting this form will add another song to this license request. If any of the information below does not apply to this song, you should first [finalize this request](#) and then create a separate license request for the additional song.

Continue

Wrapping Up

* Please note that some songs are co-owned by multiple publishers. In some cases, we represent all publishers of a song. In these cases, the licensing for one song may be split up across two or more licenses. Each of these licenses covers a certain percentage (e.g. *The Power Of Your Love* by Geoff Bullock is 50% Word Music, 50% Maranatha Music).
If you are licensing this song, there will be two licenses, one for each publisher for their 50%.

Tip

Finalizing Request

Once you have finished adding all the songs you would like to license from us to your request, click the **Finalize** button. Once you have finalized your request, you can either log in if you already have an account with us. If you do not have an account with us, you will need to fill out the fields for creating a new account.

Confirmation

Once this is completed, you will be sent an email confirmation from licensing@musicervices.org.
*Please enable your email program, email filters and spam blockers to accept emails from licensing@musicervices.org.

Monitoring Your Request

At any time while you are waiting on your licenses, you can monitor your license request by logging in at <http://musicervices.org/user> and accessing **License History** from the right side of the page. For basic license types (mechanical, print), turnaround time can sometimes be the same day. Some licensing such as Master Use licensing take longer. Please allow 3 to 5 business days to process your license request. If at any time prior to purchasing your licenses, you wish to modify your request (e.g. change the playing time, increase or decrease quantity etc.), please email us to that effect at licensing@musicervices.org.

Notice Of Completed Licenses & Payment Instructions

Once we have completed your licenses, you will be sent a second email from licensing@musicervices.org with further instructions on how to complete the licensing process. The email sent upon issuance of your license will notify you that your licenses are ready. It will include a license total and payment instructions. At this point, you can pay online through our secure site with a credit card, or print your licenses and mail with check or money order (US Funds Only).

Final Step

Regardless of whether you pay with credit card or check/money order, once your payment is processed, you will be emailed a digitally signed copy of your license. The Digital signature stamp will look like *this*:

MARANATHA PRAISE, INC. (Tax ID: 95-3988354)

By: _____
Licensing Administrator


Digitally signed by Phil Perkins
DN: cn=Phil Perkins, c=US,
o=Music Services, Inc.,
email=phil@musicervices.org
Reason: License approved and
paid in full
Location: Nashville, TN
Date: 2009.03.17 10:24:41
+0507

Thank you!

We appreciate your diligence in complying with The Copyright Law!