HOW TO APPLY FOR ISBN ON PORTAL

To apply for ISBN, the applicants have to first register on the website isbn.gov.in/v2 and after registration, they can further apply for ISBNs, as and when required.

**Note-** 1. Applicants, who are already registered on the previous version of the ISBN portal, need to first utilize their allotted ISBNs before switching to the version 2.
2. It will be helpful for the applicants if they make themselves familiar with the overview of ISBN, given in Part 1.

**Stepwise process-**

1. Open URL isbn.gov.in/v2

2. Click on NEW APPLICANT REGISTRATION as shown below.

3. Read the disclaimer and click the checkbox, if the applicant agrees to the conditions described. Consequently fill-up the form providing the applicant type i.e Publisher or Author, email id (further required for login and coordination) and other required details. On clicking **verify mail**, a link will be sent to the mentioned email id to verify the mail id, on clicking the link, registration form page will appear.

**Note:** Applicant type, Name of the applicant and Publishing Agency can not be changed later.
4. On the registration page, some of the details will be auto-filled as given during mail verification and rest needs to be filled by the applicant along with the documents required. Documents asked are to ascertain the identity of the applicant and the fact that the Commercial Publishing Agency or the Publishing Institute is based in India. On submission of this form, the department will receive the registration form which is to be verified manually by the ISBN officials. Based on the information provided, ISBN officials may approve, reject or raise a query in respect of the registration form. In case the registration is approved or query is raised, login credentials will be sent to the registered email id, in case of rejection also the reason will be communicated to the applicant via registered email id.

**NOTE:** All the documents are suggested to be jpeg/pdf formats and maximum size allowed is 500 kb

5. Based on the login credentials, the applicant may login to the portal after clicking the ‘**Applicant login**’ at the home page as shown in the screenshot.

6. After a successful login to the system, the applicant is advised to change the password as per the convenience by clicking on the ‘**CHANGE PASSWORD**’ link as shown below.
7. After login to the system, the applicant would be able to resolve the query raised (marked in red) by changing the field value or by updating the required document for approval of the registration.

8. In case, registration form gets approved, the following screen will appear and now to apply click ‘APPLY FOR NEW APPLICATION’ link (in the right-hand corner).

**NOTE:** In case you have applied earlier for ISBNs through this online system then you can apply for fresh ISBNs only after consumption of 75% of the allotted ISBNs.

9. In the application form, Publishers have to share the requirement for the ISBN and fields in which Publishing will be done while the Authors have to share the Title of the Publication (refer screenshot below) and then click SAVE.

**NOTE:** 1. All the documents are suggested to be jpeg/pdf formats and the maximum size allowed is 500 kb.
2. In case a Publisher has more than one imprint (trade name under which the title is published) then he may apply for different ISBN series for different imprints or a common ISBN series for all the imprints by clicking the option accordingly.
10. After successfully saving the form and reviewing it, please click ‘**FINAL SUBMIT**’ to send it to the Department. On successful submission of the application, the applicant will be able to view the following screen with the current status of their application i.e Submitted at this step.

11. Now the applicant has to wait for further approval and earmarking of ISBNs by the department which will be communicated via registered email id and the status of the application will be changed accordingly (refer screenshot).

   Note: 1. Earmarked ISBNs denote that these ISBNs have been reserved for this application which will be allotted on submission of the Title details and will be reflected in the corresponding field.

12. Now to receive the ISBNs from the issued ISBN series, the applicant has to provide the Book Details for which ISBN is required by clicking ‘**Fill Title details for which ISBN is required**’ link and then ‘**Add New Books**’ on the next screen. (refer the screenshot below).
13. Next Screen will lead the applicant to the ONIX 2.0 format in which the title details have to be saved for issuance of the ISBN.

14. **Add new Books** option can be used to enter book details of other titles in series. (System will allow the user to add number of books detail equal to the number of ISBN reserved by the department which can be ascertained from the mail sent to the applicant after the approval of the application. Publishers are therefore required to apply fresh, if additional ISBNs are needed i.e. if 100 ISBNs are allotted, the system will allow the publisher to feed book details of only 100 books, attempt to feed details of 101st book will result in the system showing error. As far as authors are concerned, the system is designed to allot ISBN for a single book/single version at a time, therefore details of only one book should be entered. Any attempt to feed second book detail/second version will result in the system showing irregular responses
After saving book details the Applicant has to finally submit the details to Agency by checking the boxes adjacent to each book details clicking on **SUBMIT TO DEPARTMENT** link as shown below
15. When the ISBNs will be issued by the department, the same can be seen by clicking the link as given in the screenshot.

16. Next screen will show the ISBN allotted for each title where the applicant can add the additional details related to the title by clicking ‘UPDATE ADDITIONAL DETAILS’ if required. (refer screenshot no 2)
17. If there are some changes in the Product composition, product form or date of Publication and in Title Verso page it can be updated after clicking UPLOAD (marked in green in Image 1) accordingly.

Note: The changes will be reflected after approval of the department.

18. For the subsequent application of ISBN after reaching the 75% limit (of the earlier allotted ISBNs), the user has to log in and click ‘Apply for New Application’ and repeat subsequent steps as done earlier (8-16).