

How to request an ISSN?

Guidelines to register to the ISSN International Centre and request for ISSN assignment

Since January 2018, the ISSN assignment procedure has been changed.

These guidelines are intended for publishers needing an ISSN for their serial publication. They explain how to:

- Find the relevant ISSN National Centre where to request ISSN assignment.

And in the case the relevant Centre is the ISSN International Centre, these guidelines explain how to:

- Register in the ISSN International Centre Extranet;
- Request an ISSN assignment.

Identify the relevant ISSN National Centre:

First, please check from which ISSN National Centre you should request ISSN assignment.

To request an ISSN number, you need to contact the ISSN National Centre in charge of your country.

Please access <https://portal.issn.org/requesting-issn>:

- If you are located in a specific country, indicate the name of your country.
 - o If there is an ISSN National Centre in your country, you will be directed to a page indicating how to contact your National Centre.
 - o Otherwise, you will be directed to a web form in order to register on the ISSN Extranet and request ISSN assignment from the ISSN International Centre.
- If you are an International Organization, please indicate its International Organization ID (you can find it on the Yearbook of International Organizations: <https://uia.org/yearbook>).

See FAQ section 8.1 "[Who can request an ISSN assignment from the ISSN International Centre?](#)"

In the case you should request an ISSN assignment from the ISSN International Centre, please follow the procedure indicated below:

First, you should create your publisher's account by filling in the online registration form and paying the registration fee (registration is mandatory) (1). Then you should log in to your publisher's account in order to validate your account and confirm the payment of your registration fee (2). Finally, you will be able to submit your ISSN request and access other ISSN services for publishers (3).

1. First step: Creation of the publisher's account

Fill in the registration form: all fields with an asterisk (*) are mandatory. Tick the boxes to confirm that you have read and approved the [General Terms of Use](#).

Clicking on the button "Submit" generates an automatic email which is sent to the main email indicated in the registration form.

See FAQ 8.2.1 "[How to submit the registration form?](#)"

2. Second step: Validation of the publisher's account

Please check your **email inbox** and, if needed, **your spam folder** in order to access the email whose object is "ISSN Registration" sent by no-reply@issn.org. Clicking on the link provided in the email will direct you to a one-time login page. Click on "log-in" to be directed to your account page, where you will be requested to create your password.

If you have not received any automatic email, see FAQ section 8.2.4 "[I have not received any email after having submitted the registration form: What should I do?](#)"

After having set up your password, you will be directed to a page where you should pay your registration fee (which includes one credit for ISSN assignment). You may pay by Paypal or Paysafe, depending on your country.

See FAQ section 8.2.3 "[How to pay my registration fee?](#)" and section 8.7 "[How to manage my account as a publisher?](#)"

Once your publisher's account is validated and payment of fee is done, you will be able to access all ISSN services for publishers.

You may also log-out at this point. To log-in once again, go to <https://portal.issn.org/>. Then, click on the "temple" icon at the top right-hand corner of the screen: enter your username (the user name is indicated in the email), your password, and click on the button "Log in".

See FAQ section 10.2 "[How to log in with a password?](#)"

3. Third step: Access ISSN services from your personal publisher's area

When you are logged-in, you access the main page of your personal publisher's area.

As a publisher, you will be able to submit ISSN requests and follow their status, buy credits for ISSN assignment, exchange messages with ISSN librarians, and claim the responsibility for the resources you are currently publishing. You may also access the full bibliographic records of the resources you have registered, request modifications on these records, and generate an ISSN certificate.

See FAQ sections 8.3.1 "[What is the use of my personal area?](#)"

From your personal area, you can **submit your ISSN assignment request(s)** by clicking on the button "Request a new ISSN" in the left-hand side menu. Please make sure you have enough ISSN credits in your account: if your balance is equal to 0, you should purchase additional ISSN credits.

Fill in the web form: fields marked with an asterisk (*) are mandatory. You are also requested to provide **proofs of publication** (scans of the publication, or URL addresses). Please provide complete and reliable information in order to fasten the processing time of your request.

See FAQ section 8.4 "[ISSN assignment](#)"

You may **send a single ISSN request for several different medium versions of a same publication**. In this specific case, only one ISSN credit will be charged for the whole request. Besides, you may request, for free, an ISSN for a specific medium version of a resource, **provided you indicate, in the request form, the ISSN of the other medium version**.

See FAQ 8.4.4 "[How many ISSN do I need?](#)"

In any case, please refer to the ISSN Portal FAQ ([section 8](#)) to get more detailed information.