



Crown Copyright File No.: _____

Application for Copyright Clearance on Government of Canada Works

Privacy Statement

Provision of the information requested on this form is voluntary. The personal information collected is to be used to respond to your request for copyright clearance on Government of Canada works. We may share this information with other government departments if your inquiry relates to these departments. An incomplete form may result in the rejection of your request or a time delay in processing your request. The personal information will be maintained in the Personal Information Bank of Public Works and Government Services Canada, number PWGSC PPU 150 and it will be protected, used and disclosed in accordance with the Privacy Act. Under this Act, you have the right to access your personal information and request changes to incorrect information. The information will be retained by the Department indefinitely until the retention and disposal schedule is determined and then disposed accordingly.

For assistance in completing this form, please refer to the Instructions/Guidelines document, or contact us using one of the coordinates shown on the last page of this form. Please note that this form applies to **Government of Canada works only**, and that **all fields marked by an asterisk (*) must be completed**.

1. APPLICANT INFORMATION

(*) **Complete Name:** Title (Mr., Mrs., Ms.), First Name and Last Name

Organization

(*) **Type of Organization**

(*) **Postal Address**

(*) **City/Town**

(*) **Province/State**

(*) **Postal/Zip Code**

(*) **Country**

(*) **Telephone Number**

Facsimile Number

E-Mail Address

Web Site Address

(*) **If permission is granted, person/organization in whose name permission is to be issued**

☐

Individual named above

☐

Organization named above

☐

Other (Specify below)



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2. INFORMATION ON THE APPLICANT'S WORK

(*) Purpose

☐ Reproduction ☐ Adaptation ☐ Revision

☐ Translation (Specify languages of your work below)

N.B. If the Government of Canada material has been adapted or revised, copies of your adapted/revised work and the Government of Canada material must be included with your request.

(*) Title of your work

(*) Format(s) in which your work will be produced

<input type="checkbox"/> Audio CD	<input type="checkbox"/> Audiocassette	<input type="checkbox"/> Braille	<input type="checkbox"/> CD-ROM
<input type="checkbox"/> Diskette	<input type="checkbox"/> DVD	<input type="checkbox"/> Electronic / Internet	<input type="checkbox"/> Large Print
<input type="checkbox"/> Map	<input type="checkbox"/> Microfiche	<input type="checkbox"/> Paper	<input type="checkbox"/> Videocassette

(*) End Use

<input type="checkbox"/> Commercial	<input type="checkbox"/> Educational	<input type="checkbox"/> Free Distribution	<input type="checkbox"/> Internal Use
<input type="checkbox"/> Promotional			

(*) Sale or Cost Recovery Price

☐ Cost Recovery

(*) Number of Copies to be printed/produced

OR

(*) URL(s) for Web page(s) where the work will be published



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3. INFORMATION ON THE GOVERNMENT OF CANADA WORK

(*) Title of Crown Work

Year / Date of Publication

YYYY

(*) Format of Source Material

☐ Audio CD☐ Audiocassette☐ Braille☐ CD-ROM☐ Diskette☐ DVD☐ Electronic / Internet☐ Large Print☐ Map☐ Microfiche☐ Paper☐ Videocassette

(*) Reference Numbers (ISBN, ISSN, Catalogue / Publication Number)

OR

(*) Exact URL where source material is published

(*) Precise description of material to be used

☐ Database☐ Figure☐ Footage☐ Illustration☐ Logo☐ Map☐ Photo☐ Table☐ Text☐ Whole Work☐ Other (Specify additional information below)

Volume / Issue

Page No(s)

Table / Figure No.

Image / Photo No. / Description

Additional Information (If you require more space, please attach a separate sheet)



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4. ADDITIONAL INFORMATION

Applicant Reference Number (If you wish to assign one)

I would appreciate a response by

yyyy/mm/dd

Have you previously received approval to use the same material(s)?

☐

Yes

☐

No

If yes, previous Crown Copyright File No.

Please address all correspondence to:

*Crown Copyright Officer
Crown Copyright and Licensing Section
Publishing and Depository Services
Public Works and Government Services Canada
350 Albert Street, 5th Floor
Ottawa, ON Canada, K1A 0S5*

Telephone: (613) 996-6886 | **Facsimile:** (613) 998-1450 | **Email:** copyright.droitdauteur@pwgsc.gc.ca