



**HOW YOUR APPLICATION FOR COPYRIGHT CLEARANCE
ON GOVERNMENT OF CANADA WORKS
IS PROCESSED**

The Crown Copyright and Licensing section (CCL) reviews your application form within 48 hours of receipt, and returns any forms that are either incomplete or illegible. If we have to return your form, we will send an explanatory note along with a copy of your form.

You can obtain further information concerning your application by telephone at (613) 996-6886, by facsimile at (613) 998-1450, or by e-mail at copyright.droitdauteur@pwgsc.gc.ca

Step	Process	Activity	Contact with Requester	Processing Time	Action By
1.	Receipt of form: (a) Review for completeness and legibility (b) Identification of the work requested	Verification that all mandatory information has been provided Confirmation that the work is © Government of Canada Request returned to sender	None None Form returned by fax, e-mail or regular mail	Within 48 hours	CCL CCL
2.	Resubmission by requester	Requester revises and corrects application form	Requester returns application to CCL		Requester
3.	Registration	Request entered into CCL database; file number assigned	None	1 working day	CCL
4.	Communication with approval authority	Correspondence prepared; request sent to approval authority for review and decision	None	1 working day	CCL
5.	Decision	Review; decision made; CCL advised of decision	None	10 working days	Approval authority
6.	Response	Response (e-mail / letter) prepared	Decision communicated to requester	Within 48 hours of receipt from approval authority	CCL

Steps 1, 3, 4 and 5 are followed for every form submitted. If the request requires the negotiation of a licensing agreement, finalization of the request may take longer than shown in Step 6. **Highlights denote actions that are taken only when required.**

Your request will **not** be processed until you have provided all of the mandatory information required, at which point the request will be officially registered as received and assigned a file number. Each resubmission will result in longer processing times.