



**Canadian
Intellectual Property
Office**

An Agency of
Industry Canada

**Office de la propriété
intellectuelle
du Canada**

Un organisme
d'Industrie Canada

How Your Copyright Application is processed

The Copyright and Industrial Design Branch processes your application for registration of copyright upon receipt.

You can obtain further information concerning your copyright application by contacting our Client Service Centre at **1-866-997-1936**.

If you have obtained a file number from our office, please indicate it when making any new request for service relating to your file.

Note: The following is an overview of how a copyright application is processed including approximate timelines. Visit www.cipo.gc.ca/servicestandards to see our service standard commitments.

COPYRIGHT				
Stage	What happens to your application	How we'll inform you	. . . and when	Fees
Filing	Copyright application files are recorded in an automated system and assigned a file number in the order that they are received. When filing by mail or fax, a request for accelerated processing of the application may be made by the agent or applicant.	You are not informed at this point.	<p>For applications submitted online: 3 working days</p> <p>For applications submitted by mail or fax, with request for accelerated action: 3 working days</p> <p>For applications submitted by mail or fax: 10 working days</p>	<p>For applications submitted online: \$50</p> <p>For applications submitted by mail or fax: \$65</p> <p>For applications filed by mail or fax, accompanied by a request for accelerated action: filing fee plus an additional \$65</p>
Review	A reviewer checks each application to ensure that complete and clear information has been provided. If there are any questions, the reviewer will send a report to the applicant or their agent requesting clarification.	By mail or by telephone, indicating the specific information or clarification required.	<p>For applications submitted online: 3 working days</p> <p>For applications submitted by mail or fax, with request for accelerated action: 3 working days</p> <p>For applications submitted by mail or fax: 10 working days</p>	None
Registration	When an application is considered complete and the appropriate filing fee is received, a registration number is assigned to it. At this point a registration certificate is printed, a quality check performed, and it is mailed to the agent or applicant.	Registration certificates are sent to the agent or applicant by mail.	For applications submitted online: 3 working days	None

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Stage	What happens to your application	How we'll inform you	. . . and when	Fees
Registration (continued)			<p>For applications submitted by mail or fax, with request for accelerated action: 3 working days</p> <p>For applications submitted by mail or fax: 10 working days</p>	
Certificates of correction	At the client's request, a certificate of correction will be issued if a clerical error appears on an original registration certificate.	You will receive a certificate of correction by mail.	<p>For applications submitted online: 3 working days</p> <p>For applications submitted by mail or fax, with request for accelerated action: 3 working days</p> <p>For applications submitted by mail or fax: 10 working days</p>	<p>Copyright Office errors: none</p> <p>Client errors: Requests for correction submitted online: \$50</p> <p>Requests for correction submitted by mail or fax: \$65</p>
Grants of interest	Upon receipt of an original grant of interest document to be registered, such as a license agreement or assignment, the Copyright Office will verify the information provided, enter it in the automated system and issue a file number.	<p>When the grant of interest submission requires further information or clarification, you will be informed by mail or telephone.</p> <p>Grant of interest documents which are ready for registration will automatically be granted a registration number and the registration certificate will be mailed to you.</p>	<p>For applications submitted online: 3 working days</p> <p>For applications submitted by mail or fax, with request for accelerated action: 3 working days</p> <p>For applications submitted by mail or fax: 10 working days</p>	\$65 per work affected by the grant of interest document to be registered

Extracts from the register, photocopies and certified copies:

Copies, extracts from the register and certified copies are provided upon request, for a fee, by contacting the **Client Service Centre** by phone 1-866-997-1936 or email cipo.contact@ic.gc.ca or submitting a **Copyright Document Order form**. Visit www.cipo.gc.ca for more information.

A more extensive guide entitled *A Guide to Copyrights* is available free of charge from:

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Industry Canada
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IC no. 11372E

CIPO Client Service Standards:
www.cipo.gc.ca/servicestandards