



**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 [droitdauteur.copyright@tpsgc-pwgsc.gc.ca](mailto:droitdauteur.copyright@tpsgc-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  <b>Request returned to sender</b>	None  None  <b>Form returned by fax, e-mail or regular mail</b>	Within 48 hours	CCL  <b>CCL</b>
<b>2.</b>	<b>Resubmission by requester</b>	<b>Requester revises and corrects application form</b>	<b>Requester returns application to CCL</b>		<b>Requester</b>
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 <sup>1</sup>	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.