



Crown Copyright File No.: \_\_\_\_\_

## Application for Copyright Clearance of 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 contact us at 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**

- Commercial       Non-commercial       Cost-recovery       Promotional

**(\*) Sale or Cost-recovery Price**

**(\*) 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

[Empty text box for Title of Crown Work]

Year / Date of Publication

[Empty text box for 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)

[Empty text box for Reference Numbers]

**OR**

(\*) Exact URL where source material is published

[Empty text box for Exact URL]

(\*) 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

[Empty text box for Volume / Issue]

Page No(s)

[Empty text box for Page No(s)]

Table / Figure No.

[Empty text box for Table / Figure No.]

Image / Photo No. / Description

[Empty text box for Image / Photo No. / Description]

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

[Large empty text box for Additional Information]



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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.**

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**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, 5<sup>th</sup> Floor  
Ottawa, ON Canada, K1A 0S5*  
**Telephone:** (613) 996-6886 | **Facsimile:** (613) 998-1450 | **Email:** [droitdauteur.copyright@tpsgc-pwgsc.gc.ca](mailto:droitdauteur.copyright@tpsgc-pwgsc.gc.ca)