

Application for a Licence to Use a Work for Which the Copyright Owner is Unlocatable

(s. 77(1) of the *Copyright Act*)

Please complete all relevant sections of this form and submit it along with the proof of your research to the Board for consideration.

1. Applicant's Information

If you are requesting a licence for yourself, please include your name in this section. If you are applying on behalf of someone else or a company, please indicate the name of the person/business you are representing.

Name to appear on the licence _____

Is the requested licence to be used by Individual
 Business

A) Applicant's Contact Information

(The applicant is the person or organization whose name will appear on the licence)

Address _____

Email _____

Telephone number _____

B) Representative's Contact Information *(to be completed only if you are applying on behalf of someone else)*

Name of representative _____

Relationship to applicant _____

Address _____

Email _____

Telephone number _____



2. Description of the Work for Which a Licence is Requested

Type of work _____

Title of work _____

Has the work been published? _____

Author (i.e. artist, creator, writer, etc.) _____

If the author is deceased, date of death _____

Nationality of the author _____

Year of publication _____

Publisher _____

Producer, if applicable _____

Any other relevant details _____

3. Proposed Use of the Work

Please note that a licence may only be issued if the work is to be used in Canada. If you plan to use the work abroad, you must contact the relevant authorities of the country in which you wish to use the work.

How do you plan to use the work?

For example, if you wish to use an excerpt of a song in an advertisement, please indicate the length of the excerpt to be used.

Please be as detailed as possible.

4. Details of Your Project

Please describe your project. For example: writing an article, recording an album, writing a book, producing a film, etc.

Please specify the details of your project. For example, if you are publishing a book, include the number of pages, the print run, sale price, etc.

Where do you intend on distributing your project?

(Location: Canada, worldwide, etc.) _____

How do you intend to distribute/sell your project?

(In print, television, online, radio, movie theatre, etc.) _____

Royalties paid for other works included in the project, if applicable _____



5. Date and Period for Which the Licence is Required

Please note that once a file is considered complete, we may require up to 45 days to issue a decision.

Please indicate the date on which you require the licence: _____

How long will you need the licence? _____

6. Efforts Made to Locate the Copyright Owner and Results Obtained

Please indicate the research you have done to locate the copyright owner.

As per subsection 77(1) of the *Copyright Act*, it is the applicant's responsibility to make reasonable efforts to locate the copyright owner.

Please ensure to indicate the individuals or organizations contacted as well as the date they were contacted. The proof of your efforts is also required for the Board to review your application (e.g. copies of emails, search results, a summary of telephone conversations, etc.).

Collective societies contacted (i.e.: SOCAN, CMRRA, Access Copyright)

A list of Canadian copyright collective societies can be found on the Board's website at:

<http://www.cb-cda.gc.ca/societies-societes/index-e.html>

Publishers contacted _____

Websites researched _____

Individuals, organizations or companies contacted _____

Other sources consulted _____

7. Additional Information

Please indicate any additional information which you believe may be useful in the analysis of your application.



Once the application is completed, please send it to the Copyright Board of Canada by one of the following methods:

By mail:

Copyright Board of Canada
Attention: Unlocatable Copyright Owners Section
56 Sparks Street, Suite 800
Ottawa, Ontario K1A 0C9

By facsimile:

(613) 952-8630

By email:

secretariat@cb-cda.gc.ca