



Broadcasting Circular CRTC 2008-2

Ottawa, 4 February 2008

Information bulletin

Electronic filing of applications

Since January 2006, Canadian program producers have had access, via the Commission's **on-line services**, to Commission application forms for obtaining Canadian certification for television productions that make predominant use of Canadian crews and artists. Going forward, applicants will be required to submit applications electronically using **Epass**.

What is Epass?

Epass is a unique, secured electronic credential that allows secure communication with on-line government services.

As indicated in previous Commission publications, Epass will not only allow the secure transmission of messages and documents to the Commission, but will also authenticate your identity when filing information. Moreover, your Epass will ensure that the messages or documents you transmit on-line are not altered.

The majority of applications for Canadian certification are currently filed electronically without the use of Epass, and some are received by mail or by fax. The Commission intends to support the use of a security enhanced service and expedite the filing process by eliminating the need to scan hard copy versions of an application.

For this purpose, beginning **1 April 2008**, Canadian producers will be required to file their applications and all related documents in electronic form using Epass. Instructions on how to file applications using Epass are available on the Commission's Web site at <http://www.crtc.gc.ca/eng/file.htm>.

To obtain your one-time activation code or any additional information on filing an application with Epass, please contact the Commission's Documentation Centre at 1-866-893-0932. Agents are available to assist you by phone from Monday to Friday (except holidays), from 8:30 a.m. to 4:30 p.m., Eastern Time.

Secretary General

This document is available in alternative format upon request, and may also be examined in PDF format or in HTML at the following Internet site: <http://www.crtc.gc.ca>.