



**REQUEST FOR INSERTION FOR NON-FEDERAL GOVERNMENT CLIENTS**

Sections 1, 2 and 3 are mandatory. Guidelines on how to fill out the form are available at [www.gazette.gc.ca/pi-ip/nonfedreqhelp-aideinsnonfed-eng.html](http://www.gazette.gc.ca/pi-ip/nonfedreqhelp-aideinsnonfed-eng.html).

To Canada Gazette Directorate  
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Telephone: 1-866-429-3885  
Website: [www.gazette.gc.ca](http://www.gazette.gc.ca)

**SECTION 1 ▶ CLIENT INFORMATION**

Requesting organization's name	Address	
Contact name	Telephone	Extension

Email

**SECTION 2 ▶ NOTICES**

Title of document submitted	Date submitted (YYYY-MM-DD)
Published under the authority of (section of Act, Regulations, etc.)	Expected date of publication (YYYY-MM-DD)

**NOTE ▶ If you have not received a call from us confirming receipt of your notice and its publication date by Monday, 12 pm (eastern time) of the week of the expected publication date, please contact us.**

**SECTION 3 ▶ INVOICING CONTACT INFORMATION**

Organization's name	Address	
Contact name	Business number (mandatory)	
Telephone	Extension	Email

Do you need?  
 Legal affidavit (\$22)                       Translation

How many times must your notice be published?  
 Once     Four times

Signature	Date (YYYY-MM-DD)
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**SECTION 4 ▶ FOR USE BY THE CANADA GAZETTE DIRECTORATE**

Date of publication (YYYY-MM-DD)	Issue number	Number of pages
Customer number	SIGMA invoice number	Cost