

# Instructions for creating a public copy of your confidential application

If you are claiming that your application contains information that qualifies for confidential treatment you will need to provide a redacted public version of your application. The redacted public version is a public copy of the application with the confidential data blacked out (not omitted or deleted entirely). It will be evident from the redacted public version that information was there, but that it is not for public review. The redacted public version needs to be clearly marked “public copy” and no pages of the public copy may be marked as confidential.

## If you are using e-Services:

1. Go to My Services – In Progress on the **My Workspace** tab.
  2. Click the View icon for the associated application.
  3. Save a pdf copy of your application to your computer.
  4. Then, either:
    - Print out the pdf of the application, black out information claimed as confidential. Then scan and save this redacted public version to your computer;
- OR**
- In the pdf of your application, digitally black out information claimed as confidential using a program with redaction capabilities such as Adobe Acrobat. Save this redacted public version to your computer.
  5. Upload the “public copy” of your application. For details about attaching files for your e-Services application, see [Attaching Files](#).

## If you are using application forms (see forms):

1. If you are using an electronic pdf application format, either:
    - Print out the pdf of the completed application, black out information claimed as confidential, and clearly mark the document as “public copy”. Then scan and save this redacted public version to your computer;
- OR**
- In the pdf of your completed application, digitally black out information claimed as confidential using a program with redaction capabilities such as Adobe Acrobat. Clearly mark this version “public copy”. Save this redacted public version to your computer.
  2. If you are using paper application forms, make a copy of the completed application, black out information claimed as confidential, and clearly mark the document as “public copy”.
  3. Submit the “public copy” of the application with the confidential version of your application.