

**REPRINTS AND PERMISSION
REQUEST**

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REQUESTOR IDENTIFICATION

NAME OF REQUESTOR <i>(Last, first, middle initial)</i>			DATE OF REQUEST
ORGANIZATION/AGENCY/DIVISION			TELEPHONE NUMBER
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REQUEST DESCRIPTION

1.) List the material that you are seeking to reprint:

2.) State the purpose and manner in which the material will be used:

3.) Describe the mission of the organization seeking permission:

4.) State whether the material requested will be used for commercial purposes and if so, in what manner:

5.) Will a profit be derived from the use of the copyrighted material?

6.) Will there be a charge for the product or program that includes the copyrighted material?

7.) If the requested material is to be placed in a publication, provide the name of the publication, and the context in which the material will appear:

8.) Estimated number of copies to be printed or produced. *(If Intranet, number of users):*

9.) Date(s) the material will be distributed:
