Immigrant Legal Resource Center 1458 Howard Street San Francisco, CA 94103 t (415) 255-9499 x587, f (415) 255-9792 marketing@ilrc.org

REPRINT PERMISSION FORM

Thank you for your interest in reprinting material created by the Immigrant Legal Resource Center. Please provide the following information to help us review your request.

Date
Name
Title
Organization
Mailing Address
City, State, Zip
Phone / Fax
Email
Provide brief description of your organization:
Publication Information
Name of Publication. (Please include full title and volume):
Section(s) and Pages:
Name of location: i.e. organization newsletter, website*, trainings, conference materials where materials will appear and the purpose: □Electronic distribution □Printed distribution
Number of copies:
Audience and expected number of attendees:
Date you need our response by (Please allow a few days for approval):

For materials to appear in printed or electronic* format:	
	All materials produced or published by the ILRC are protected by copyright. By submitting this request form, you agree to abide by our copyright restrictions and requirements.
	*For access to ILRC materials on intranets or public websites, ILRC will only allow for hyperlinking to the electronic materials already available on ILRC's website, and grantee will specifically state that the ILRC material is available only for internal use and not for commercial use or mass distribution.
	For materials to appear in printed, electronic, or audio format, you will be granted a one-time usage license to copy and distribute the materials. You may not modify, delete, or add any text, images, or audio to the materials without express permission from the ILRC. All materials must be copied or distributed in whole, not in part. If the materials are to appear within another medium, or as a shortened version of the original, ILRC must review the particular usage before it can grant permission.
	All materials must be used in conjunction with the following credit line: Copyright© Immigrant Legal Resource Center. Reprinted from [insert name of the original material] with permission of the Immigrant Legal Resource Center, San Francisco, CA; (415) 255-9499; www.ilrc.org .
	Please provide ILRC with a complimentary copy of the publication containing the material.
	agree to abide by conditions of this agreement: gnature & Date
Print Name & Title	
Pł	none Number & Email
Αŗ	oproval granted by ILRC:
Si	gnature & Date
Pr	rint Name & Title
Pł	none Number & Email