



## IMPORTANT NOTICE ABOUT

# Professional photographs submitted for use in your directory/book

Professional photographs are copyright protected. Reproducing copyrighted photography is against the law. As of March 1989, the copyrighted work does not have to have a copyright mark in order to be protected. Whether the professional photograph submitted for use in the family section or the activity section of your directory, a written authorization from the copyright holder must be obtained. A Publication Authorization that can be used if any professional photograph, other than one from Lifetouch, is used in your directory/book is on the page two of this document.

**IMPORTANT NOTE:** You must submit a signed Publication Authorization form for any and all professional photographs\* submitted for inclusion in your directory/book (including family section and activity section submitted professional photographs). The signed form must be sent with your layout materials to Lifetouch. In addition, please keep a copy of the forms for your records. Failure to submit the necessary Publication Authorization forms could result in delay in the production of your directory/book.

Official military photographs taken by the government do not require an authorization. If this is the case, or if you are unable to obtain an authorization from the photographer, please include a note with your submission stating the reason why an authorization is not included. If you are submitting a professional photograph from a company that is no longer in business, please identify the company and the efforts you made to contact them.

## Thank you

\* Authorization for Olan Mills photography is not required

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IMPORTANT NOTE: You must submit a signed Publication Authorization form for any and all professional photographs\* submitted for inclusion in your directory/book (including family section and activity section submitted professional photographs). The signed forms must be mailed with your layout materials to Lifetouch Directories and Portraits. In addition, please keep a copy of the forms for your records. Failure to submit the necessary Publication Authorization forms could result in a delay in the production of your directory/book.

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### PUBLICATION AUTHORIZATION

I \_\_\_\_\_ grant \_\_\_\_\_ ("Organization"), located at \_\_\_\_\_ and Lifetouch Directories and Portraits Inc. ("Lifetouch") permission to use, copy, reproduce, display, distribute, publish, exhibit and transmit the photograph and/or other written material attached to this Authorization ("Work"), in whole, in part, or composite without restriction as to changes or alterations, in conjunction with or without my name, in the directory/book and other materials prepared for the organization by Lifetouch (collectively "directory/book"), using any means of communication (including but not limited to film, displays, samples, print media, and the Internet), at any place for any lawful purpose whatsoever.

I certify that I am the author of the Work and have the right to execute and deliver this Authorization.

I waive any right that I might have to inspect and/or approve the Work in the directory/book.

Name/s of person/s in photograph/s

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_

**Lifetouch**<sup>®</sup>