



PERMISSION REQUEST FORM

Thank you for your interest in using BGEA Copyrighted Material to proclaim the Gospel of Jesus Christ! If your request does not meet the criteria for General Permission described on BGEA's Legal Permissions web page, completion and submission of this form will allow us to process your request efficiently. Response time can vary depending on the volume of requests, so please allow four to six weeks. *Please note that permission is not granted unless you receive a written response from BGEA with specific approval of your request.*

Your Contact Information

Name: _____ Date: _____
Title/Position (if applicable): _____
Organization Name (if applicable): _____
Address: _____
Telephone: _____ Fax: _____
E-mail Address: _____ Website Address: _____

Material you wish to use (attach additional pages as necessary)

- Print (from a book, magazine, tract, etc.). Include titles, issues, copyright dates, publisher info., etc., and if you wish to use quotes, include copy of page with excerpt highlighted and provide the context in which you would use the excerpt (i.e., the text that would come directly before and after): _____

- Photo. Attach copy of photo and provide original source information: _____

- Audio/Visual. Describe original source information: _____

- Web site material. Give URL address or provide original source information: _____

- Other (describe, giving original source information): _____

Describe your intended use of the material (attach additional pages as necessary)

Describe your project in detail: _____

Describe other material to be included in your project (such as other authors, interviewees, photo subjects, footage, etc.): _____

What percentage of your project will consist of our material? _____

Will your completed project be offered for sale? No Yes If "Yes," will the price be limited to the recovery of costs? No Yes Please state expected retail price point: _____

Who is the intended target audience for your project (including language- and geographically-based target groups)?

Who will be the publisher/distributor, if applicable? _____

Who will be providing translation/dubbing, if applicable? _____

What is the estimated number of copies to be printed/distributed? _____

Describe the distribution process (i.e. how and where and in what languages will you market and distribute the work):

Describe your deadline date: _____

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- BGEA material already online must be linked to rather than presented separately on another site.
- The material you are requesting to use should constitute a relatively small portion of your whole project.
- You must use the credit line that we will provide you.
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- BGEA reserves the right to request a royalty fee to cover administrative costs of making material available and/or to ensure that ministry resources are used in commercial endeavors only in exchange for adequate consideration.
- BGEA may add you to its communication list, and handle contact information consistent with its Privacy Policy, available at billygraham.org. You may opt out of such communications at any time.

Mail, fax, or email the completed form to:

Legal Department
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