



REQUEST FOR PERMISSION

Applicant, please complete this request and send to **Hazelden Publishing, P.O. Box 176, Center City, MN 55012-0176** or **fax 651-213-4720**. If you're filling out this form electronically; please type in the information and e-mail back to:

lstroshane@hazelden.org

Permission will not be effective until a copy of this request is signed by Hazelden and returned to the applicant.

1. **Date:**

2. **The undersigned applicant requests permission to use an excerpt from the Hazelden work entitled:**

3. **Order #** (on back of the cover):

4. **Author(s) Name:**

5. **Format of Hazelden work** (book, DVD or other):

6. **Excerpt:** (Set forth page or frame numbers and the opening and closing lines of the material for which permission is requested. Use reverse side or additional sheets if necessary.)

Requested Use of Excerpt

1. **The Excerpt will be used in applicant's Work entitled:**

2. **Written by:**

3. **Format(s) for applicant's Work:**

_____ **Book/Journal/Other Publication**

_____ **Print** **Number of Copies:** _____

_____ **Electronic** **Number of Copies:** _____

_____ **Course Pack**

_____ **Print** **Number of Copies:** _____ **and Term:** _____

_____ **Electronic** **Number of Copies:** _____ **and Term:** _____

_____ **Audio-Visual Work**

_____ **Television Program** **Number of Showings:** _____ **or Term:** _____

_____ **Website/Internet Streaming** **Term:** _____

_____ **Film** **Number of Showings:** _____ **or Term:** _____

_____ **Closed Circuit Video Conference** **Number of Participants:** _____ **and Term:** _____

_____ **CD/Tape/DVD** **Number of Copies:** _____

_____ **Audio Book/Audio Work**

_____ **CD/Tape/DVD** **Number of Copies:** _____

_____ **Digital Download** **Number of Copies:** _____

_____ **Unpublished Work**

_____ **Print** **Number of Copies:** _____

_____ **Electronic** **Number of Copies:** _____

4. Language(s) for applicant's Work:

5. Territory for Distribution:

6. Work to be distributed by:

_____ **Sale (includes paid subscriptions)**

_____ **Given away in-house only**

_____ **Given away publicly**

_____ **No distribution/single college or university library only**

7. Distribution of Work will begin by:

8. The Excerpt will be used for the following purpose in the applicant's Work:

The applicant agrees: Except as herein provided, to make no adaptation or changes in the Excerpt without prior written consent from Hazelden; to use the Excerpt only in the Work specified above, in the format(s) and language(s) listed above, for distribution in the territory identified above; to print, affix or display the credit specified below in the copyright credits listed in the Work and/or at the location in the Work where the Excerpt is used; and to send two copies of the Work (if in physical form) or an electronic copy of the Work (if in digital form) to Hazelden on or before first publication or use. The permission, if granted, will terminate if the Work is not published within two years from the date approval of this request. Applicant acknowledges that any reproduction, distribution, display or other use of the Excerpt without prior permission, or, if permission is granted, any reproduction, distribution, display or use other than that authorized under the permission, will constitute copyright infringement and applicant will be subject to civil and criminal penalties.

Signature of Applicant:

Print Applicant's Name:

Print Applicant's Organization: (if applicable)

Print Applicant's Address:

Print Applicant's Phone Number:

Fax Number:

Email:

TERMS AND CONDITIONS WITH GRANTED PERMISSION

We hereby grant permission for the reproduction, distribution and/or display of the above-described Excerpt on the terms and conditions requested by the applicant above and the additional terms and conditions, if any, specified below, and on the condition that the applicant pays the permission fee listed below and gives the following form of credit:

From _____ by _____

Copyright _____ by **HAZELDEN FOUNDATION**. Reprinted by permission of Hazelden Foundation, Center City, MN.

Location of Credit: _____

Additional Terms and Conditions:

DATE: _____

BY: _____

Amount Due: \$ _____

Hazelden Publishing
Permissions Coordinator

***Please remit payment within 30 days to:**

Hazelden
ATTN; Lisa Stroshane
PO Box 176, RW 4
Center City, MN 55012
lstroshane@hazelden.org

Office Use Only:
Item# _____
Split _____ / _____
(H) (A)

DENIAL OF PERMISSION REQUEST

_____ We regret to inform you that your request for permission to reprint is denied. You may not reproduce, distribute, display, exhibit or otherwise use the Excerpt in any manner.

DATE: _____

BY: _____

Hazelden Publishing
Permissions Coordinator

PLEASE ALLOW 1-3 WEEKS FOR A RESPONSE.
Thank you, Hazelden Publishing