

# Cooperative Extension Publishing Copyright Clearance Request Form

This purpose of this form is to gather information related to obtaining permission to use copyrighted material. The form may be completed on-screen, then printed for final submission or sent as an e-mail attachment. ***Be sure to print the form before closing it!*** Unless you have the full version of Adobe Acrobat installed on your computer, you will not be able to save the file.

## Part A. Requestor Information

**1. Name of Requestor**

**2. Organization**

**3. Address**

**4. E-mail**

**5. Phone**

**6. Fax**

## Part B. Information about publication for which permission is sought

**7. Title**

**8. Author(s)**

**9. Publisher**

**10. Publisher Address**

**11. Identification Number (Stock Number, ISBN, etc.; provide as many as you are able)**

**12. Other information that may be useful in identifying the publication.**

Part C. Usage Information

13. What is the title of the publication in which you want to use the material? Describe the subject matter of this publication.

14. Please specify the material for which you wish to obtain permission to use (chapter, page number, paragraph, etc.). Attach copies of all relevant material to this request, including copies of the publication's title page and copyright page.

15. Intended Use (e.g., as a training document; for sale or distribution to other parties)

16. Intended Format (e.g., Print, Website, CD-ROM, etc.)

17. Intended Quantity (i.e., print run)

18. Will the material be sold? If yes, specify the sales and retail price and policies for sale.

19. Date of request

20. Date by which response is needed

**Please complete this form, attaching copies of materials specified, and return to:**

Pamela DeVore, Cooperative Extension Publishing  
231 Extension Bldg., 432 North Lake Street, Madison, WI 53706

(608) 263-2770  
pam.devore@uwex.edu

**When it is completed, please send one (1) copy of your publication to the address listed above.**