



INDIANA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF COMMUNICATIONS/OUTDOOR INDIANA MAGAZINE
402 W. Washington Street, Room W255B
Indianapolis, IN 46204-2748
317-234-5590 (Voice) 317-232-8036 (FAX)
Federal ID #35-6000158

PERMISSIONS & IMAGE RELEASE REQUEST

State Form 53562 (R / 7-10)

Name of Requester: \_\_\_\_\_ Company: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date of Request (month, day, year): \_\_\_\_\_

Email Address: \_\_\_\_\_

TYPE OF USER

COMMERCIAL

NON-COMMERCIAL

- Checkboxes for user types: Book, periodical or other publisher; Advertising agency, interior decorator, commercial artist; News Broadcaster, filmmaker, or other media producer; Other; Academic; Non-profit organization; 501c number; Newspaper/other media editorial use; Grant program (specify); Other.

PROJECT INFORMATION

(Hover over fields for examples.)

Name/Title of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Date of Release (month, day, year): \_\_\_\_\_ Publication Medium: \_\_\_\_\_

Description of material requested: \_\_\_\_\_

- Are you requesting to: Post this image online? Publicly display a print of this image? Create a derivative work based on this image (i.e. art reproductions)

IMAGE ACQUISITION

How would you prefer to receive the image(s)?

- By Email- If your email has an incoming message size restriction, please indicate: Send to above email address. Send to this email address: On Disk Mail disk to above address. Mail disk to this address:

City /State/ZIP code: \_\_\_\_\_

Shipping Information

Shipping Company: DHL FedEx UPS USPS

Shipping Code: \_\_\_\_\_

- Other (i.e. FTP upload) -please include instructions in notes area.

**IMAGE SIZE:**

*(High resolutions might not be available for all photos. Higher minimums may limit availability.)*

Minimum Resolution:

- 72 dpi
- 150 dpi
- 300 dpi

Minimum Size:

- 5x7 inches
- 8x10 inches
- Other: \_\_\_\_\_

(Optional)

Desired Pixel Size:

\_\_\_\_\_ x \_\_\_\_\_

Acceptable Formats:

- .tif
- .jpg
- Other: \_\_\_\_\_

**Image(s) Requested** (*Descriptions/Location in Outdoor Indiana/etc.:*)

**File Name(s) (if known):**

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Note: When requesting more than 10 images, please use an additional form or follow directions from archivist.

**NOTES/ADDITIONAL INFORMATION:**

**Please read and verify the following statement by marking the box provided:**

**I have received a copy of the IDNR-Communications Photo Policy and agree to comply with the conditions and copyright restrictions described.**

**I am an authorized representative of the publisher or producer of the project described on this form and wish to be granted one-time-use rights for the listed images.**

I agree with the above statements.

Signature (*if mailing or faxing*): X \_\_\_\_\_

**IDNR Contact:            Division of Communications- Digital Archivist  
   (317) 234-5590 [photos@dnr.IN.gov](mailto:photos@dnr.IN.gov)**

*\*IDNR hereby grants one-time rights to reproduce the item(s) requested for the project described*

*IDNR authorization:  
Date (month, day, year):*

*Credit Line:  
Invoice number:*

*Date Paid:  
Check number: :  
Notes:*