

Photographic Archive of the Sacred Convent of Saint Francis in Assisi

Form to request authorization for photo shooting

This form, duly completed in every part and signed, should be scanned and sent via email in PDF format, together with the photocopy of a valid identity document of the applicant, to the following address: archiviofotsc@gmail.com

It is OBLIGATORY that requests be submitted at least FIVE days before the date on which you intend to shoot.

Applicant's data

First and last name	
Qualification or profession	
Institution	
Street and no.	
Postcode/ Zip code	
City	
State	
Tel.	
Fax	
E-mail	
tax code or VAT	

Received registration (if the data differ from those provided above)

Social reason	
Street and no.	
Postcode/ Zip code	
City	
State	
tax code or VAT	

The undersigned asks the Director of the Photographic Archive of the Sacred Convent of Saint Francis in Assisi for reproductions of the following images:

1.	
2.	
3.	
4.	
5.	
6.	

7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

In the ways, for the purposes and with the means indicated below:

Type of images	<input type="checkbox"/> analog	<input type="checkbox"/> digital
Photographer	Name, surname, date of birth _____ Mobile number: _____	
Auxiliary staff (if more than five, attach a list with name and date of birth of all)	Num. ____ People	
	Name:	Surname: Date of birth:
	Name:	Surname: Date of birth:
	Name:	Surname: Date of birth:
	Name:	Surname: Date of birth:
	Name:	Surname: Date of birth:
Equipment		
Day/s for shooting (indicate the date / dates)		
Time shooting footage (normally available Hours: 8: 15-10: 15; 16: 15-18: 15)		

Furthermore declares that the images will be used for the following publishing or editorial project:

Publication type	<input type="checkbox"/> book <input type="checkbox"/> article scientific periodical <input type="checkbox"/> consultation work <input type="checkbox"/> newspaper or non-scientific magazine <input type="checkbox"/> advertising material (specifying the product: _____) <input type="checkbox"/> postcards <input type="checkbox"/> posters <input type="checkbox"/> catalogs <input type="checkbox"/> calendars *** <input type="checkbox"/> web site <input type="checkbox"/> ebook <input type="checkbox"/> multimedia product (specify: _____) <input type="checkbox"/> other: _____
Title	
Publishing house	
Date expected	
Cover price	
Expected printing	
Language	

Any further editions	<input type="checkbox"/> italian <input type="checkbox"/> english <input type="checkbox"/> french <input type="checkbox"/> german <input type="checkbox"/> spanish <input type="checkbox"/> japanese <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Diffusion	<input type="checkbox"/> Italy national <input type="checkbox"/> national other nation: _____ <input type="checkbox"/> international: _____ <input type="checkbox"/> world
Indicate if the image is destined for the cover	<input type="checkbox"/> yes <input type="checkbox"/> no

Furthermore declares that having read the "Rules for the authorization of new photo shooting and videographic filming" received attached to this module, will undertake to comply with them in their entirety. In particular: (a) to indicate that the publication was authorized by the "Photographic Archive of the Sacred Convent of Saint Francis in Assisi, Italy"; (b) not to assign to a third party reproductions made or their copies; (c) not to use the reproductions made for a different reason than the one described above without a new authorization of the Photographic Archive of the Sacred Convent of Saint Francis in Assisi; (d) to observe the national and international rules on authors' rights and copyright; and (e) to send to this Archive within six months of the granting authorization a copy of the images accompanied by a release note for their use by the Photographic Archive of the Sacred Convent of Saint Francis in Assisi, together with two copies of the publication in which the pictures have been used or the indication of how to access the online resources; (f) to ensure the free and permanent access to the responsible of the photo archive where the images are used within an online resource with limited access.

Place and date: _____

Signature: _____