

Copyright Permission Steps

1. Review the IACP copyright policy.
2. Complete the copyright form: "Request for Permission to Reprint from an IACP Publication." Fill in all the information areas.

This is the only form accepted by IACP. You may copy this form for other requests.

3. Calculate your reprint fee, if applicable; insert the amount in the appropriate section.
4. Make your check payable to International Association of Chiefs of Police--Copyright.
5. Mail your check with the copyright form to the following address:

International Association of Chiefs of Police
Copyright Office
PO Box 62564
Baltimore, MD 21264-2564

6. After processing your check, IACP will return the copyright form to you. Retain it for your legal files.

If you follow these steps, we can process your copyright request within a few days and return the form to you quickly.

If you do not, the process will take much longer.

The IACP adheres strictly to this policy. Exceptions are not made outside of this policy; all persons, organizations, and publishers are considered in the same light.

**REQUEST FOR PERMISSION TO REPRINT
FROM AN IACP PUBLICATION**

Publication title: _____

1. Application:

Applicant Name _____

Agency _____

Address _____

Material to be reprinted without change:

_____ Entire article _____ Excerpts from page(s): _____

Title of document(s) to be reprinted:

Title: _____

Author(s): _____

Volume #: _____ **Issue:** _____ **Month:** _____ **Year:** _____

Title: _____

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Volume #: _____ **Issue:** _____ **Month:** _____ **Year:** _____

Title: _____

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Volume #: _____ **Issue:** _____ **Month:** _____ **Year:** _____

Title: _____

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Volume #: _____ **Issue:** _____ **Month:** _____ **Year:** _____

For what purpose is material being reprinted (title of publication, name of conference/seminar, etc.)?

Publisher _____ Probable date of publication _____

2. **Required Credit Line**

Format to be used for giving credit to an IACP publication:

Reprinted from _____, Vol. _____, No. _____, pages _____ - _____, 19_____. Copyright held by the International Association of Chiefs of Police, 515 North Washington Street, Alexandria, VA 22314 USA. Further reproduction without express written permission from IACP is strictly prohibited.

3. **Reprint Fee**

The reprint fee is \$75 per page or fractional page.

Number of pages or fractional pages being reprinted _____ x \$75.00 = _____. The fee is agreed upon for this reproduction and payment is enclosed.

Applicant's Signature _____

Date _____ **Tel. number** _____

APPROVAL OF REQUEST

The foregoing application is hereby approved, subject to the conditions herein stated. This permission covers the requested edition only, and subsequent editions will require additional permission and payment of additional fees.

Date _____

Approved: International Association of Chiefs of Police

By _____ Title _____
Signature