



Illinois Law Enforcement Training and Standards Board

Executive Institute

Permission Request Form

Joanne Kurt-Hilditch, PhD
Senior Editor
ILETSB Executive Institute 510 N.
Pearl, Suite 4000 Macomb, IL 61455

Please type or print.

Step 1: Requestor Information

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Country _____
Tel. # _____ Fax # _____
Email _____

Step II: Purpose for Request

Please check the box that most accurately describes the way in which you intend to publish the requested material:

- | | |
|--|---|
| <input type="checkbox"/> Reprint the material in a Publication | <input type="checkbox"/> Reproduce the material |
| <input type="checkbox"/> Translate and Reprint the material in a Publication | <input type="checkbox"/> Translate and Reproduce the material |

Step III: Material Requested and Content Information

*Please provide the following information about the Illinois Law Enforcement Training and Standards Board Executive Institute material you are requesting permission to use. **Important:** Attach a copy of the chapter or article with the parts you wish to use marked. Attach a copy of the original exhibit. If modified, include a copy as well.*

Product: Law Enforcement Executive Forum Journal Other ILETSBEI Document
Check One: Full Article Excerpt Exhibit

Article Title _____
_____ Copyright Year _____

Author(s)/Editor(s) _____

Chapter or Exhibit # and Title _____

Volume and Issue # _____ Page #s _____

Product: Law Enforcement Executive Forum Journal Other ILETSBEI Document
Check One: Full Article Excerpt Exhibit

Article Title _____
_____ Copyright Year _____

Author(s)/Editor(s) _____

Chapter or Exhibit # and Title _____

Volume and Issue # _____ Page #s _____

Step IV: Publication Information

Please provide the following information about the publication in which the ILETSBEI material requested would be published.

Material will be used in (check one)

- Textbook
- Tradebook
- Newsletter
- Periodical
- Course Reader
- Training Course
- Other (specify) _____

Format (check one) Hard Cover Paperback Loose Transparency

- Other (specify) _____

Title of your Publication _____

Author(s)/Editor(s) name(s) _____

Author(s)/Editor(s) organization(s) _____

Publisher & publication date (mo. & year) _____

Price per copy _____

of copies to be printed _____

Will other material copyrighted by the ILETSBEI be included in this work?

- Yes
- No

If Yes, please specify: _____

Total # of pages of your publication _____. ILETSBEI material will comprise _____ pages.

Step V: Translation Information (if requesting translation rights)

Please specify the language in which the requested material will be translated.

_____ language.

Translator's name and organization _____

Step VI: Rights Requested

Please check the box that best describes the type of rights you are requesting.

- Nonexclusive world rights in English for one edition/issue
- One-time reproduction of _____ copies
- Nonexclusive _____ language rights for one edition/issue
- One-time permission to translate into the _____ language and to reproduce _____ copies.

For ILETSBEI use only:

Terms and Conditions:

A. For Law Enforcement Executive Institute articles, Except Translation Rights

The credit line below must appear on the title page of the article/excerpt of one page or more, and directly beneath the exhibit or short excerpt with applicable article title, author(s) names, issue date, and copyright year:

Reprinted by permission of ILETSBEI. [Excerpt/Exhibit]
From "article title" by author(s) name(s), issue months/year
Copyright © 19__ or 20__ by ILETSBEI; all rights reserved.

B. For Translated Material ONLY

1. The copyright of the translation shall be in the name of the Illinois Law Enforcement Training and Standards Board Executive Institute.
2. The following citation and copyright notice shall appear on the title page of the translation with applicable title, name of authors/editors, issue/publication date, and copyright. The words "Copyright and ILETSBEI must appear in the English language in this citation

Forum article:

Translated and reprinted by permission of ILETSBEI.

This article was originally published under the English title, "article title" by author(s) name(s) in the issue months/year

Copyright © 19__ or 20__ by ILETSBEI.

This translation, Copyright © 20__ by ILETSBEI.

C. Permission includes the right to store or transmit the requested material in electronic form.

D. One Copy of the publication and translation (if applicable) shall be forwarded to:

Joanne Kurt-Hilditch, PhD
Senior Editor
ILETSB Executive Institute 510 N.
Pearl, Suite 4000 Macomb, IL 61455

Signed: _____ Date: _____

Approved

Denied - Reason: _____

Signed: _____ Date: _____