

Interview Consent and Release Form

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HOW TO USE IT

Fill in every [BLANK]. Where you see ☐ options, keep the ones you want and strike the rest.

BEFORE YOU SIGN

This is a template, not a lawyer-drafted legal document and not legal advice. It replaces the verbal agreement most of this work runs on, so both sides have the terms in writing. Laws differ by country and by state. Have a lawyer where you live read it before anyone signs.

1 Who and what

- 1.1 My name: [INTERVIEWEE FULL NAME]. My relationship to the subject: [RELATIONSHIP].
- 1.2 I am being interviewed by [WRITER NAME] for a book about [SUBJECT NAME], commissioned by [CLIENT NAME] (the "Book").

2 Recording

- 2.1 I agree that my interview may be recorded in audio ☐ and video ☐. The recordings and transcripts will be used to write the Book, kept securely, and not shared with anyone outside the people working on the Book.
☐ I agree that short clips of my recording may be published with the Book, for example in an audiobook or a family website. (Leave blank to say no.)

3 Use of my words

- 3.1 I agree that what I say may be quoted, paraphrased or described in the Book, in every edition, format and translation, and in publicity for the Book.
- 3.2 I grant [CLIENT NAME] a non-exclusive, worldwide, royalty-free licence, for the full term of copyright, to use my words in this way. I keep the right to tell my own stories elsewhere.

4 Off the record

- 4.1 If I say something is off the record, before or while I say it, it will not be quoted or attributed to me in the Book.

5 Seeing my quotes first

- ☐ I would like to see the passages that quote me or describe me before the Book is final. I will reply within [14] days, or the passages will be taken as approved.

6 Changing my mind

- 6.1 I may withdraw this consent by writing to [WRITER EMAIL] before [DATE OR "THE FINAL MANUSCRIPT IS DELIVERED"]. After that, my words may stay in the Book.

7 My personal information

- 7.1 I understand the recordings may include personal and sensitive information about me, such as health, religion or family matters, and I consent to it being recorded and used for the Book. Recordings will be deleted [WITHIN 12 MONTHS OF PUBLICATION / WHEN THE CLIENT DIRECTS].

8 No payment

- 8.1 I am not being paid for this interview, and I understand the Book may be sold.

- ☐ I would like a copy of the finished Book.

9 Consent on the recording

- 9.1 If I would rather not sign, I can give consent at the start of the recording, in these words or close to them: "My name is [NAME]. Today is [DATE]. I agree to be recorded for a book about [SUBJECT NAME], and I have heard the terms of the consent form read to me." The writer will note on this form that consent was given on tape.

Signatures

Interviewee

Parent or guardian (if the interviewee is under 18)

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

DATE

DATE

**Witness (optional, if the interviewee wants
someone to read the form to them)**

SIGNATURE

FULL NAME

DATE