

Photograph and Archive Permission Form

From sgwashere.com/legal-templates/photo-permission-form/ · updated 23 October 2026

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 is giving permission

- 1.1 My name: [OWNER FULL NAME]. Address: [ADDRESS].
- 1.2 I am lending, or giving copies of, the items listed in Schedule 1 (the "Items") to [WRITER NAME] for a book about [SUBJECT NAME], commissioned by [CLIENT NAME] (the "Book").

2 What I own

- 2.1 I confirm that ☐ I own the Items and the copyright in them ☐ I own the Items but not the copyright, which belongs to [NAME, OR "UNKNOWN"] ☐ I hold the Items for [NAME OR ORGANISATION].

3 What may be done with the Items

- 3.1 I give [CLIENT NAME] a non-exclusive, worldwide, royalty-free permission, for the full term of copyright, to scan, copy, crop, restore and reproduce the Items in the Book, in every edition, format and translation, and in publicity for the Book.
☐ Colour correction and restoration are allowed. ☐ The Items may not be altered beyond cropping.

4 Credit

- 4.1 Credit line: [FOR EXAMPLE, "COURTESY OF THE MEHTA FAMILY"] ☐ No credit needed.

5 People shown in the photographs

- 5.1 Where a living person can be recognised in an Item, I confirm that ☐ they have agreed to its use in the Book ☐ I have not asked them, and the Writer will ask before the Item is used on the cover or in publicity.

6 Care and return of originals

- 6.1 Originals will be handled with care, stored safely, and returned to me by [DATE] by [HAND / INSURED COURIER]. If an original is lost or damaged while lent, [CLIENT OR WRITER] will [PAY THE AGREED VALUE OF / ARRANGE PROFESSIONAL REPAIR OF] it.
Agreed value: [AMOUNT OR "NONE"].

7 Withdrawing

- 7.1 I may withdraw permission for any Item by writing to [WRITER EMAIL] before [DATE OR "THE BOOK IS SENT TO PRINT"].

Schedule 1: the Items

1/ [DESCRIPTION, YEAR, ORIGINAL OR COPY]

2/ [DESCRIPTION, YEAR, ORIGINAL OR COPY]

3/ [DESCRIPTION, YEAR, ORIGINAL OR COPY]

Signatures

Owner or holder

Received by (writer or client)

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

DATE

DATE