

## How to request permission to use copyright material held by the Debtors Anonymous General Service Board, Inc.

To expedite our ability to process your request, please use the following format:

1. Identify in sufficient detail the part(s) of the copyrighted work that you wish to quote or other information sufficient to specify the copyrighted work to be quoted, for example,
  - a. "The copyrighted work is the text that appears on <http://debtorsanonymous.org/index.html>"
  - b. "The copyrighted work is ***A Currency of Hope*** by Debtors Anonymous, ISBN 0-9703238-0-8
2. Provide the specific passages or material to be quoted. For example, "I wish to quote the 'Tools of Debtors Anonymous' found on page 15 of ***A Currency of Hope.***"
3. Provide information sufficient to permit Debtors Anonymous to determine the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes. (for example, "I am writing a doctoral dissertation...")
4. Provide information reasonably sufficient to permit Debtors Anonymous to contact you (physical address and an email address is preferred).
5. Include the following statement: "I swear(or affirm), under penalty of perjury, that the information in this request is accurate and complete, that the material will not be used for profit or any illegal purposes. I certify that appropriate reference will be made to the copyrighted material immediately following the quoted work, in the form '*Title of quoted work, copyright date, page number(s), used with permission of Debtors Anonymous General Service Board, Inc.*'"
6. Sign and date this request.
7. Send the written request to the following address:

Debtors Anonymous General Service Office  
ATTN: Intellectual Property Administration  
PO Box 920888  
Needham, MA 02492-0009

8. Your request will be reviewed within ten (10) business days of receipt and an acknowledgement of receipt will be sent via email.
9. Debtors Anonymous General Service Board, Inc. will evaluate your request and respond within another twenty (20) business days to:
  - a. Grant the request,
  - b. Seek additional information, or
  - c. Deny the request
10. If the request is granted, a signed permission agreement will outline the terms and limitations of the specific works to be quoted or used.

Approved GSB 1/22/2012