**Request for Permission**

to use Intermountain materials outside the posted [Terms of Use](https://kr.ihc.com/ext/Dcmnt?ncid=520449065)

Please complete this form and email it to IPOffice@imail.org. All fields must be completed. Requests are processed in the order received. Please allow up to four weeks for a response.

PART 1: REQUESTOR INFORMATION

* **Legal Name:** *[Insert the legal name of the organization or individual making the request]*

[ ]  For Profit [ ]  Nonprofit Business Description: *[Describe the requestor’s line of business]*

* **Address:** *[Insert the requestor’s street address]*

**City:** *[Insert the requestor’s city]* **State:** *[Insert the requestor’s state]* **Zip Code:** *[Insert the requestor’s zip code]*

* **Contact Person:** *[Insert the contact person’s name]* **Position:** *[Insert the contact person’s position]*

**Email:** *[Insert the contact person’s email address]* **Phone:** *[Insert the contact person’s phone number]*

PART 2: REQUEST DETAILS

* **Request Date:** *[Insert the request date]*
* **Title of Requested Materials:** *[Provide the title to and a description of the requested materials. If the requested materials are available online, please provide a link. If not, please provide a copy of the requested materials with your completed request form.]*
* **Requested Use:**

[ ]  **Internal distribution (to staff and patients)**

[ ]  **External distribution**

Proposed distribution: *[Describe the proposed distribution, including the intended audience and location]*

[ ]  Charge to customers? *[Enter proposed charge]*

[ ]  **Publication**

Journal: *[If the publication is a journal, enter the name of the journal and the name of the article]*

Book: *[If the publication is a book, enter the name of the book and the applicable chapter]*

[ ]  **Public display / performance (*e.g.*, a presentation)**

Proposed display or performance: *[Describe the proposed display or performance, including the intended audience, location, and date]*

[ ]  **Use the entire materials without any changes**

[ ]  **Use a portion of the materials without any changes**

Portion requested: *[Describe the portion requested]*

[ ]  **Integrate the materials into customer content**

Customer content: *[Describe the content into which you wish to integrate the materials]*

[ ]  **Integrate the materials into software or a website**

Customer application: *[Describe the application into which you wish to integrate the materials]*

[ ]  **Modify the materials**

Proposed modifications: *[Describe the proposed modifications, attaching samples if needed]*