



**Instructions:** Complete every field that applies. Attach required materials (sample pages/mock-ups). Submit the entire package in **one email** to [permissions@midlandprairie.com](mailto:permissions@midlandprairie.com) with subject line "User Permission Request." Incomplete requests will be returned for clarification.

**1. Applicant Information:**

<b>Legal Name (individual or organization):</b>
<b>Contact Person &amp; Title (if org):</b>
<b>Mailing Address:</b>
<b>Email:</b>
<b>Phone:</b>
<b>Role/Title:</b> <input type="checkbox"/> Author/Creator <input type="checkbox"/> Publisher/Producer <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Commercial Entity <input type="checkbox"/> Authorized Agent (attach written authority)

**2. Midland Prairie Material Requested ("Digital File" / Edition Materials)**

<b>Title:</b>
<b>Author:</b>
<b>ISBN or File Name:</b>
<b>Exact material to be used (please describe):</b>
<b>The way(s) in which our material will be used (please describe):</b>

**3. Intended Use**

<b>Format(s):</b> <input type="checkbox"/> Print <input type="checkbox"/> eBook <input type="checkbox"/> Website <input type="checkbox"/> Audio/Video <input type="checkbox"/> Social media <input type="checkbox"/> Other:_____
<b>Territory:</b> <input type="checkbox"/> United States <input type="checkbox"/> Canada <input type="checkbox"/> Mexico <input type="checkbox"/> EU: _____ <input type="checkbox"/> Other:_____
<b>Language(s):</b>
<b>Distribution channel(s):</b> <input type="checkbox"/> Retail <input type="checkbox"/> Internal <input type="checkbox"/> Streaming <input type="checkbox"/> Other:_____
<b>Audience cap / print run / download ceiling:</b>
<input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit <input type="checkbox"/> Personal
<b>Term of use:</b> <input type="checkbox"/> One-time <input type="checkbox"/> Fixed term (____months/____years) <input type="checkbox"/> Perpetual (if offered)
<b>Publisher/producer (if different from applicant):</b>
<b>Planned release date:</b>

**4. Rights Requested (check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Reproduce     | <input type="checkbox"/> Adapt/Modify     | <input type="checkbox"/> Use cover art        |
| <input type="checkbox"/> Translate     | <input type="checkbox"/> Display publicly | <input type="checkbox"/> Synchronize to video |
| <input type="checkbox"/> Quote/Excerpt | <input type="checkbox"/> Distribute       | <input type="checkbox"/> Use layout element   |

☐ Other (Describe):

**Note:** Rights are limited to the scope granted in any later License Certificate (format, territory, language, term, and audience/print cap). New uses require a new grant.

**5. Sample/Context (required)**

*Attach a manuscript page, layout mock-up, or storyboard that shows where and how the excerpt/image/design will appear. (e.g., File name: ProjectName\_Context.pdf).*



## 6. Certification and Signature

Provide the exact credit as it will appear (no smaller than body text). Use Midland Prairie's required format unless we approve an alternative:

"Excerpt from *[Title]* by *[Author]* © [Year] Midland Prairie Enterprises, LLC. All rights reserved. Used by permission."

Describe placement (caption, credit page, end credits, etc.):

## 7. Technological Protection

I understand I must apply reasonable DRM, watermarking, or equivalent controls consistent with industry standards for any digital distribution.

## 8. Fees & Payment

- Assessment fee may be waived for small-scale educational/nonprofit uses.
- A license fee, if applicable, will be quoted after review; payment is due within 30 days of invoice. No license is effective until full, cleared payment is received.

## 9. Representations & Warranties

By submitting this form, I represent and warrant that:

1. The information provided is true, correct, and complete;
2. I have authority to make this request and, if acting as agent, I will provide written proof of authority upon request;
3. I have obtained—or will obtain before publication—all third-party permissions (e.g., for photographs, performances, trademarks, publicity rights) not owned by Midland Prairie;
4. The proposed use will comply with all laws and will not be defamatory, pornographic, deceptive, or otherwise unlawful; and
5. I will not imply Midland Prairie's endorsement of my product, service, or viewpoint.



## 10. Acknowledgments & Agreements

By emailing this completed form, I acknowledge and agree that:

- No license or permission is granted by submitting this form. Any permission will be granted, if at all, only by Midland Prairie's written License Certificate specifying scope, term, territory, language(s), and audience/print caps.
- Rights, if granted, are non-exclusive, non-transferable, and non-sublicensable except to printers/hosts as needed to manufacture or host the licensed work.
- All Conditions of Grant on the [User Permissions](#) page and Midland Prairie's [Terms of Use](#) are incorporated by reference and will govern any license.
- Midland Prairie may deny, limit, condition, or revoke permission for non-compliance or misrepresentation, and all rights not expressly granted are reserved.
- For digital uses, I will implement reasonable DRM/anti-piracy measures.
- Governing law & venue: Minnesota law; exclusive courts in Hennepin County, Minnesota.

## 11. Privacy & Sensitive Data

Do **not** include government-issued identification numbers, full payment card numbers, or other unnecessary sensitive personal data in this form or attachments. Midland Prairie will use the information you provide solely to evaluate and administer your request, communicate with you, and maintain related records consistent with our [Privacy Rights](#). We may contact you to verify details and may withhold sensitive information in any response if such data is disclosed

## 10. Certification & Signature

By signing below, I certify under penalty of perjury under the laws of the United States and the State of Minnesota that the information in this request is true and complete and that I am the requester identified above or a duly authorized agent. I acknowledge and incorporate by reference the sections above—*Technological Protection, Fees & Payment, Representations & Warranties, Acknowledgements & Agreements*, and *Privacy & Sensitive Data*—and, for myself and any represented organization, agree to be bound by Midland Prairie Enterprises, LLC's ("Midland Prairie") [Terms of Use](#) and the Conditions of Grant on the [User Permissions](#) page. I understand that this request grants no rights; no license exists unless and until Midland Prairie issues a written License Certificate (and, where applicable, receives full payment and any required countersignature), and any use before the effective date stated therein is unauthorized. I consent to Midland Prairie contacting me about this request and to receiving electronic communications; Midland Prairie will withhold government identifiers or other sensitive personal data in correspondence if such information is disclosed. I further acknowledge that submitting this request by email—including my name and a scanned, photographed, or electronic signature—constitutes my certification to the extent permitted by applicable law, but does not automatically execute a License Certificate.



<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title/Role:</b>	
<b>Organization:</b>	
<b>City/State/Country:</b>	
<b>Date:</b>	

Email this completed form to [permissions@midlandprairie.com](mailto:permissions@midlandprairie.com), with the following subject line:  
"User Permission Request."

— For Company Use Only —

<b>Date Received:</b>			
<b>Request ID:</b>			
<b>Completeness:</b>	<input type="checkbox"/> Pass <input type="checkbox"/> Incomplete		
<b>Rights approved:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise		
<b>Fee quoted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Quote Date:_____ Amount: \$_____		
<b>Invoice date:</b>		<b>License Certificate issued Date:</b>	