

REQUEST TO ORDER IMAGES

Applicant Information				
Name:				
Address:				
Phone:				
Email :				
Images being requested (include object number(s) if possible, description, location):				
Purpose of Use				
Print Publications: (please check all applicable)	Book	Periodical	Ebook	Book Cover
Personal/ Research Use (no publication)	TV, Video/ DVD, Film	Website	Other - Please Explain:	
Photo Format Requested				
Quantity:				
Digital Image:	tiff	jpg		
Image Use Specifics				
Project's Proposed Title:				
Author's Name:				
Publisher/Producer:				
Publishing/Release Date:				
Print Run or Download limit:				
Languages:				
Describe how the image(s) will be used:				

This information enables museum staff to locate the image(s) and grant the necessary permission to publish. A **Collections Use Agreement** must be signed before order delivery and for official permission for publication. This Agreement will be sent to you upon approval of your request. Please send this completed request to the email listed below.

Orders will be processed within 4 weeks from receipt of signed **Collections Use Agreement** and prepayment, either by cash, check, or money order.

To send the completed request or for more information, please email:
DCA-HistoryCollections@state.nm.us

Signature: _____ Date: _____