

Photo release form

Dear colleague

The International Baccalaureate (IB), in an effort to better protect the right to privacy of individuals, needs from you a form signed by anyone who appears in a photo you provide for IB use. This signature allows the IB to reproduce photographic images in its publications and on its websites.

The IB also needs, in order to protect the intellectual property rights of the photographer, his or her permission to reproduce the photograph.

If you are sending a batch of photos by the same photographer, of the same person/group, one form will cover all the images. If the photos are of a group of students, a teacher may sign on their behalf.

Please ensure when you send photos that the following form has been completed and sent by fax or mail to:

IB communications department
Peterson House
Malthouse Avenue
Cardiff Gate
Cardiff CF23 8GL
United Kingdom

Telephone: +44 29 2054 7936 Fax: +44 29 2054 7807

Email: communications@ibo.org

Photos cannot be used unless signed forms have been received.

Yours faithfully,

The communications department
International Baccalaureate

A

1. I am submitting photo(s) for use in the following IB document/website (if known):

2. Name of school (or other source) submitting photos:

3. Number of photos: _____

4. *Please attach a photocopy of the image(s) to this form, or if this is not feasible, please supply a brief description of the photo(s):*

B

1. Names in block letters and signatures (or their guardian's in the case of a minor) of all persons in photo(s). (Use second sheet if necessary).

Name(s)

Signature(s)

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

2. Photographer : _____ Signature : _____

No name will appear in print or online with the photos.

By signing above, the individuals named give a non-exclusive licence to the International Baccalaureate (IB) to use these photos worldwide in its publications in any medium and on its websites in order to promote its educational mission. They also permit the IB to act in their best interests with regard to requests by others to copy photos for reasonable purposes.

C

Signed, on behalf of school, by (name): _____

Signature: _____ Job title: _____

Date (day/month/year) : _____

For office use only

Primary use (circle): Focus on a school *IB World* (state issue) Other (state)

School code Image bank file name Form scanned