

Overeaters Anonymous, Inc.

Reprint Request Form

How to Request Permission to Reprint OA-Copyrighted Material

- STEP 1:** On the first page of the Reprint Request Form, fill in:
- Today's date;
 - The name of the Overeaters Anonymous publication(s) you intend to quote;
 - The copyright credit you intend to place with the quote(s); and
 - The purpose(s) for which you, your registered group, or your registered service body would like to use the quote(s).

Please be reminded that, per request and purpose, permission to reprint will be granted for no more than:

- **two pieces** of OA literature,
- **two quotes** from each of the two pieces of literature, and
- **two paragraphs per quote.** *Exception:* If quoting from our daily readers (*For Today* and *Voices of Recovery*), two full entries for two dates may be reprinted, i.e., "March 17" and "December 22."

- STEP 2:** On page 3:
- Sign and print your first and last name (electronic/typed signatures are acceptable) and add your contact information;
 - Provide your service role in your registered group/service body;
 - Provide the name and registration number of the group/service body on whose behalf you are applying (registration numbers can be found at oa.org/find-a-meeting); and
 - Fill in your group's/service body's contact information: phone, email, website, and mailing address.

- STEP 3:** Submit your completed Reprint Request Form to the OA World Service Office by email to info@oa.org or mail to PO Box 44727, Rio Rancho, New Mexico 87174-4727 USA.

Requests to reprint OA-copyrighted material made by any individual or organization other than OA groups or service bodies may use this form and should fill all applicable information. For questions, contact the OA World Service Office.

Allow ten working days for a response.

For more information about reprinting and sharing OA-copyrighted material, see the following resources on oa.org:

- OA Copyright and Trademark Requests: <http://bit.ly/4fgbdGJ>
- Sharing OA-Copyright Material Electronically letter: <https://bit.ly/3YyC7UC>



World Service Office
PO Box 44727 • Rio Rancho NM 87174-4727 USA
1-505-891-2664 • info@oa.org • oa.org

Reprint Request Form

Complete and Submit This Form to Request Permission to Reprint OA-Copyrighted Material

Please complete, sign, and submit your Reprint Request Form to the World Service Office of Overeaters Anonymous, Inc. via email or mail. Permission is effective only when the form is signed by the Corporate Secretary of Overeaters Anonymous, Inc. and a copy returned to the applicant.

Date: _____

Permission is requested by the undersigned applicant to:

- Reprint the following from the Overeaters Anonymous publication/material titled:

- The quoted material is:
[Give page numbers where pertinent. Attach a separate sheet if necessary.]

- Copyright credit will be given to Overeaters Anonymous, Inc. by including the following language on the page on which the quoted material begins or on the copyright page of the volume:
OVEREATERS ANONYMOUS®, INC.
From: *[Name of publication]*
© 20__ by Overeaters Anonymous, Inc.

- The quoted material will be used in this manner:

The applicant agrees:

1. Except as herein provided, to make no adaptation or changes in the quoted material without the prior written consent of Overeaters Anonymous, Inc.
2. To use the quoted material only in the above-mentioned manner or edition of the volume.
3. To use in a manner consistent with OA's mission of carrying our message of recovery to those suffering from compulsive eating or the consequences of such.
4. To print the copyright credit line above as indicated.
5. To send one digital copy of the volume to Overeaters Anonymous, Inc., on or before publication.

Permission will terminate if the volume is not published within two years from the date of this request and shall in any event terminate within ten years from the date of this request.

We understand and agree that OVEREATERS ANONYMOUS, INC. may terminate permission at any time upon thirty (30) days' notice without cause, and immediately if we fail to comply with any term or condition hereof. Upon termination of permission, we shall immediately discontinue further printing of the excerpted material. However, we shall have an additional period of two (2) years from the time the permission terminates within which to dispose of any copies of the material that we printed prior to such expiration unless the termination of permission is caused by our violation of any provisions of this permission, in which event we shall be prohibited from distributing any additional copies of the volume.

We understand this agreement will be governed and construed under the laws of the State of New Mexico and the United States of America, and we consent to the jurisdiction of the State and Federal Court located in the State of New Mexico USA, and waive any defense to such jurisdiction.

Applicant's signature:

Applicant's printed name (first and last):

Applicant's phone/email address:

Applicant's role/service position in group/service body:

The request must be signed by an agreed-upon representative of the group/service body, such as the chair, secretary, website administrator, or public information committee chair.

Group's registration number/service body's name and registration number:

Group's/service's body's phone/email/website/ mailing address:

Phone:

Website:

Email:

Mailing Address:

Overeaters Anonymous, Inc.[®]

Permission granted

Permission is hereby granted to reprint the above-described quoted material on the above terms and conditions, and on the condition the applicant gives credit to Overeaters Anonymous, Inc. using the language on page 1 of this Reprint Request Form.

Permission denied

Applicant is invited to resubmit the request with specified changes or consider other resources.

By: _____ Date: _____

Managing Director / Corporate Secretary

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