

## REQUEST FOR AUTHORIZATION TO CREATE AND REPRODUCE IMAGES OF ECCLESIASTICAL CULTURAL HERITAGE

Ufficio Beni Culturali Ecclesiastici  
Diocesi di Pistoia  
Via Niccolò Puccini, 29  
51100 Pistoia (PT)  
ediliziadiculto@diocesipistoia.it

|   |  |                       |  |
|---|--|-----------------------|--|
| <b>THE UNDERSIGNED:</b>                             |  |                       |  |
| <b>RESIDENT IN (COUNTRY):</b>                       |  | <b>STREET/SQUARE:</b> |  |
| <b>TELEPHONE:</b>                                   |  | <b>EMAIL:</b>         |  |
| <input type="checkbox"/> <b>ON YOUR OWN ACCOUNT</b> |  |                       |  |
| <b>AS LEGAL REPRESENTATIVE OF:</b>                  |  |                       |  |
| with registered office in:                          |  |                       |  |
| street/square:                                      |  |                       |  |

### REQUESTS AUTHORIZATION:

|  |                                      |  |   |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> <b>TO USE EXISTING REPRODUCTIONS</b>              |                                      |  |   |
| <input type="checkbox"/> <b>TO MAKE NEW REPRODUCTIONS</b>                  |                                      |  |   |
| <input type="radio"/> Photographic   | <input type="radio"/> Film/movie     | <input type="radio"/> Television                 | <input type="radio"/> other             |
| <input type="checkbox"/> <b>BY MYSELF</b>                                  |                                      |  |   |
| <input type="checkbox"/> <b>AS A PROFESSIONAL/OTHER. NAME AND SURNAME:</b> |                                      |  |   |
| operator's telephone number:   |                                      | Email:   |   |
| <b>FOR USE:</b>  | <input type="radio"/> Commercial use | <input type="radio"/> Educational/scientific use | <input type="radio"/> Religious/charity |
| <b>OF THE FOLLOWING SUBJECTS (DESCRIPTION AND LOCATION):</b>               |                                      |  |   |
|  |                                      |  |   |

### BOOK/MAGAZINE

|                                  |               |                          |  |                          |                          |                          |
|----------------------------------|---------------|--------------------------|--|--------------------------|--------------------------|--------------------------|
| <b>TITLE (ALSO PROVISIONAL):</b> |               |                          |  |                          |                          |                          |
| <b>CURATOR/AUTHOR:</b>           |               |                          |  |                          |                          |                          |
| <b>PUBLISHER:</b>                |               |                          | <b>COMMERCIAL VALUE OF THE WORK (IF APPLICABLE):</b> |                          |                          |                          |
|                                  |               | <b>FORMAT:</b>           |  |                          |                          |                          |
|                                  |               | Internal up to 1/8       | Internal 1/4   | Internal 1/2             | Interior over 1/2        | Cover                    |
| <b>PRINTING<br/>NUMBER:</b>      | 1-500         | <input type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                  | 501-2.000     | <input type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                  | 2.001-5.000   | <input type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                  | 5.001-10.000  | <input type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                  | Beyond 10.001 | <input type="checkbox"/> | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**DIGITAL PUBLICATION–POPULAR PRODUCTION–OTHER (*specify*):**

**THE UNDERSIGNED UNDERTAKES TO COMPLY WITH THE DIOCESAN REGULATIONS IN FORCE AND IN PARTICULAR:**

1. The use of images in accordance with the historical, artistic and religious value of the subjects filmed.
2. To give the Cultural Heritage Office of the Diocese a high-resolution digitized reproduction of each shot or digital document made and at least three copies of the paper document (if made); for editorial projects carried out exclusively on the cultural heritage of ecclesial bodies of the diocese of Pistoia, the copies of the paper publications must be at least ten. A high-resolution digital copy must also be delivered for any images taken but not published (shots, videos, scans); these last unpublished documents are not subject to the payment of reproduction rights.
3. By signing this request, he also expressly signs the release form that guarantees the diocese the free use of the photographic material and anything else delivered. In the event that the filming is carried out by a third party other than the applicant, the signature of the author at the bottom of the form, together with that of the applicant, is also required.
4. To clearly specify on the publications the ownership of the property and the authorization for reproduction granted by the Cultural Heritage Office, as well as any authors of the footage and images.
5. To reimburse any costs of surveillance, consumption and any other charge that will be borne by the person responsible for the works for each filming carried out.
6. To contact the person in charge of the property directly to grant appointments, once authorization has been obtained.
7. You authorize the processing and processing of your personal data for the sole purpose of this request (art. 13 of Legislative Decree 196/2003 and GDPR EU 2016/679).
8. To pay the fees for construction and use, where applicable, as per diocesan regulations by:

c/c at Banca Intesa, via Roma (PT)  
in the name: Diocesi di Pistoia - Parrocchie  
**IBAN IT71V030691383010000005782**  
**BIC – BCITITMM**

*oppure*

**postal c/c n. 12373510**  
In the name:  
Ufficio Amministrativo  
Diocesano

specifying the reason for payment:

*“Liberal offer reproduction rights cultural heritage”*

The fee can also be paid to the Bursar's Office of the diocese, which will issue a simple receipt of payment. For online payments or by postal account, the receipt obtained from these methods is already valid for tax purposes, therefore the Office will not issue further payment receipts.

(data) .....

The applicant

The operator (if other person from the applicant)

.....  
(legible signature)

.....  
(legible signature)

(ATTACH PAYMENT RECEIPT)