# Permission Request to Create Captioned Version of DVD

| January 31, 2014 | Grand Rapids Community College Media Technologies ATTN: Captioning Services  140 Ransom Ave NE, Rm. 134 Grand Rapids, MI 49503 caption@grcc.edu, (616) 234-3846 |
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ATTN: Permissions Department   
[Address / Contact information for Copyright/Trademark Owner]

Dear: [Insert contact’s name]

Grand Rapids Community College (GRCC), a public postsecondary education institution, is requesting permission to modify the DVD or audio visual content listed below to include captioning so it can be used within an instructional setting for educational purposes by students attending GRCC. We are making this request because GRCC has a legal obligation under Title II of the Americans with Disabilities Act (ADA) to ensure that instructional materials are accessible to all students, including those who are deaf/hard-of-hearing, and it does not appear that an accessible version of this audiovisual media or DVD is available.

If a captioned version or a transcript of this audiovisual media or DVD is available, please send us the appropriate ordering information. Otherwise, GRCC will incur the costs associated with the production of the captioned copy of the material. As part of the captioning process, we will need to circumvent the DVD’s copy protection system.

This is a time-sensitive request and we’d appreciate an immediate response if possible.

## Materials to Be Captioned:

[Insert Title of publication and publishing details]

Permissions being requested:

* Production of a captioned version of the above listed work for the purpose of ensuring access for students with disabilities in accordance with Title II of the ADA
* Circumvention of copy protection systems on the above work so the contents may be processed
* Archiving of the captioned production for the duration that GRCC has lawful access to the original work
* Use of the captioned version within an instructional setting for educational purposes in accordance with the rights granted by the original lawfully obtained copy.

Your signature on this document confirms that permission has been authorized and granted to Grand Rapids Community College for the uses requested above. A copy of this authorization form will be clearly placed on the media material, along with the date that the permission was authorized. If not granting permission, please mark as refused and return. Thanks for your attention to this request.

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Permissions Department Authorization Signature

Print Name:  
Title:  
Company Granting Authorization: