



## Giving consent for images on Wikipedia

You can only upload images to Wikimedia Commons for use on Wikipedia if you

- own the rights to the image, or
- have explicit permission from the owner of the picture.

If you're uploading an image that someone else owns, you'll need to demonstrate that you have their permission to release it under a free license.

Here is how to upload an image that someone else owns:

**Step 1.** Upload the file to Commons: <https://commons.wikimedia.org/wiki/Special:UploadWizard>

*If you are participating in the VisibleWikiWomen Challenge, don't forget to add the [Category VisibleWikiWomen](#) to your image when you upload it!*

**Step 2.** Go to the page of the file you just uploaded (e.g. [https://commons.wikimedia.org/wiki/File:Grace\\_Banu\\_1.jpg](https://commons.wikimedia.org/wiki/File:Grace_Banu_1.jpg))

Click "Edit" and paste this in at the bottom of the page:

```
{{subst:OP}}
```

Then save your edit. This adds a template which will let others know that you're in the process of demonstrating consent...so that they don't delete it!

**Step 3.** Ask the person who owns the image to write an email using the below text. Have them send the email to [permissions-commons@wikimedia.org](mailto:permissions-commons@wikimedia.org)

*Use this text if they are an individual who owns the image (e.g. they took the photo themselves)*

I hereby affirm that I, **MY NAME**, am the creator and/or sole owner of the exclusive copyright of the media work:

<https://commons.wikimedia.org/wiki/File:FILENAMEHERE.JPG>.

I agree to publish the above-mentioned work under the Creative Commons Attribution-ShareAlike 4.0 International.

I acknowledge that by doing so I grant anyone the right to use the work, even in a

commercial product or otherwise, and to modify it according to their needs, provided that they abide by the terms of the license and any other applicable laws.

I am aware that this agreement is not limited to Wikipedia or related sites.

I am aware that the copyright holder always retains ownership of the copyright as well as the right to be attributed in accordance with the license chosen. Modifications others make to the work will not be claimed to have been made by the copyright holder.

I acknowledge that I cannot withdraw this agreement, and that the content may or may not be kept permanently on a Wikimedia project.

Signed,

**MY NAME**

**DATE**

*Use this text if they represent an organization who owns the image (e.g. their organization wants to donate a file)*

I hereby affirm that I represent **IMAGE OWNER**, the creator and/or sole owner of the exclusive copyright of the media work:

<https://commons.wikimedia.org/wiki/File:FILENAMEHERE.JPG>.

I agree to publish the above-mentioned work under the Creative Commons Attribution-ShareAlike 4.0 International.

I acknowledge that by doing so I grant anyone the right to use the work, even in a commercial product or otherwise, and to modify it according to their needs, provided that they abide by the terms of the license and any other applicable laws.

I am aware that this agreement is not limited to Wikipedia or related sites.

I am aware that the copyright holder always retains ownership of the copyright as well as the right to be attributed in accordance with the license chosen. Modifications others make to the work will not be claimed to have been made by the copyright holder.

I acknowledge that I cannot withdraw this agreement, and that the content may or may not be kept permanently on a Wikimedia project.

Signed,

**MY NAME**

**MY RELATIONSHIP TO OWNER of IMAGE**

**DATE**

Then the volunteers who organize image permissions will update the file as complete, or ask if they have any further questions.

You're done! Thanks for making something visible on Wikipedia.



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