**Commercial Satellite Imagery for Public Release**

*Polar Geospatial Center (PGC) Submission Form*

**Purpose**

This form must be completed when commercial satellite imagery licensed under the National Geospatial-Intelligence Agency (NGA) NextView License is intended for release in the public domain.

Therefore, as a commercial satellite imagery user from PGC, you must get approval from NGA to use commercial satellite imagery (imagery and imagery derived products) in the public domain, including, but not limited to: academic journals, posters, public presentations, website, blogs, or social media.

*Please remember to cite figures and acknowledgements per* [*PGC Acknowledgement Policy*](https://www.pgc.umn.edu/guides/user-services/acknowledgement-policy/)*.*

**Resources**

Detailed information on the PGC website:

Imagery Usage Guidelines

<https://www.pgc.umn.edu/guides/commercial-imagery/usage-guidelines/>

PGC Acknowledgement Policy

<https://www.pgc.umn.edu/guides/user-services/acknowledgement-policy/>

NGA Framework for Public Release

<https://www.pgc.umn.edu/files/2001/01/NGA-NextView-License.pdf>

<https://www.nga.mil/ProductsServices/Pages/Commercial-GEOINT-.aspx>

**Instructions**

1. Complete the information in the right column with as much detail as possible.
2. Save this document as “Imagery for Public Release - *Your Last Name*.docx”
3. Email **this completed document** and **pre-published material** (draft manuscript, image, figure, captions, etc.) as attachments to **pgc@umn.edu** with “Imagery for Public Release - *Your Last Name*” in the subject line.

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| **Your Information** | |
| Name |  |
| Email |  |
| Institution |  |
| Funding Agency  *e.g. National Science Foundation, NASA Cryosphere* |  |
| Program Manager / Program Officer  *Name and email to contact at the Funding Agency* |  |
| Award Number  *for this project* |  |

*form continues on page 2*

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| **Your Submission** | |
| Project / Publication Title |  |
| Submission Type  *Journal, presentation, poster, website, other (specify)* |  |
| Publishing Location  *Journal name, conference/meeting name, etc.* |  |
| Intended Use / Audience  *Explain why the product is being used and about the intended audience* |  |
| Access Controls  *Will the published material be available online publicly or to a restricted distribution?* |  |
| Anticipated Release Date |  |
| Anticipated Duration of Public Release |  |

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| **Satellite Product Characteristics**  *If including more than one figure/image that contains satellite imagery, be sure to describe each* | |
| Imagery Product (If yes, describe)  *Raw or processed imagery in a geospatial format* |  |
| Imagery Derived Product (If yes, describe)  *Satellite maps, reduced resolution images, imagery screenshots* |  |
| Geographic Location(s)  *Location(s) covered by imagery* |  |
| Justification / Benefits / Additional Comments  *Include notes about the impact of the work or its benefit to the U.S. Government or U.S. federal research* |  |
| Imagery Information Table  *On the following page, include a list of Catalog IDs, DigitalGlobe’s unique identifier for imagery along with:*   * *Sensor(s) (e.g. WorldView-3, Quickbird)* * *Date(s)* * *Spatial Resolution(s)* * *Coverage Area (Square Kilometers)* | Please use the table on the following page. |

Imagery Information Table

|  |  |  |  |  |
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| Catalog ID | Sensor | Date | Resolution | Square Kilometers |
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*NOTE: You can find Catalog IDs in the CATALOG\_ID field of the index/footprint shapefile that was included with PGC delivery or* [*perform a search*](https://discover.digitalglobe.com/)*. Additional rows to the Imagery Information Table may be added as needed.*