

Bible Translation Freedom Forms

A generic template packet for ministries releasing Scripture translations under CC0 1.0 Universal

Central rule

A ministry may apply CC0 only to rights it owns or is authorized to release. Before publication, clear the rights in the translated text and every included component: footnotes, headings, introductions, maps, illustrations, audio, fonts, databases, software, and source-text material.

Prepared as a reusable drafting template

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This packet is educational and does not create an attorney-client relationship. It is not a substitute for advice from a lawyer qualified in the relevant jurisdictions.

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How to Use This Packet

1. **Adopt the policy before work begins.** Use Form 1 to make free release an institutional rule rather than an informal intention.
2. **Clear the source and supporting materials.** Use Form 2 for every Hebrew or Greek edition, modern reference translation, font, map, image, recording, database, and software component.
3. **Sign the correct contributor document before contribution.** Use Form 3 for genuine volunteers, Form 4 for employees, and Form 5 for independent contractors. Do not use a volunteer form to disguise an employment relationship.
4. **Control committee authorship.** Use Form 6 for every voting translator, reviser, editor, consultant, and committee member whose wording may enter the text.
5. **Repair older projects.** Use Form 7 to obtain rights from former contributors or lawful successors. Use Form 8 to document the complete chain of title.
6. **Stop when ownership is unresolved.** Use Form 9 to document a diligent search, but do not treat the search itself as permission. Obtain a statutory licence where available, rewrite the affected material, secure the owner's consent, or proceed only under specific legal advice.
7. **Release only the cleared version.** Use Forms 10 and 11 to identify the exact files and version that the ministry is placing under CC0, while listing every excluded third-party item.

Why the forms use several layers

A single "work made for hire" sentence is not reliable worldwide. These templates combine, where applicable: (1) work-made-for-hire language; (2) a present assignment; (3) an exclusive, worldwide licence fallback for rights that cannot be assigned; (4) moral-rights waiver or consent to the maximum extent permitted; and (5) authorization to apply CC0. Local counsel should retain only the mechanisms recognized in the relevant country.

Core Release Checklist

- ☐ The ministry's governing body has adopted a standing free-Scripture policy.
- ☐ Every contributor has been classified correctly as employee, contractor, or volunteer.
- ☐ Every contributor signed the applicable agreement before beginning work, or later signed a valid legacy assignment.
- ☐ The ministry has documented who created or revised each book, chapter, verse, note, heading, recording, and supporting asset.
- ☐ The source text is public domain or used under terms compatible with the intended CC0 release.
- ☐ No wording was copied unlawfully from a restricted modern translation.
- ☐ All third-party materials are removed, separately licensed, or clearly excluded from CC0.
- ☐ Moral rights have been waived or the necessary consents and non-assertion promises obtained to the maximum extent permitted.
- ☐ Unresolved and orphan rights have been referred to counsel; no unsupported public-domain claim is being made.
- ☐ The board has approved the exact release files and the public notice identifies the correct CC0 legal code.
- ☐ The ministry has archived signed agreements, identity and authority evidence, version history, and cryptographic hashes.
- ☐ Any trademark in the official translation name or ministry logo is expressly excluded from the CC0 dedication.

FORM 1

Board Policy and Standing Resolution on Free Scripture

Purpose

Establishes the ministry's ongoing commitment to clear rights and release its Bible translations as fully as legally possible under CC0 1.0 Universal.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Legal name of ministry:

Jurisdiction and registration number:

Date of board meeting:

Translation project(s) covered:

A. Policy

1. **Purpose.** The Ministry exists to serve the Church and the public by translating, revising, recording, publishing, and distributing Scripture. The Ministry intends that its Scripture Translation Outputs be freely copied, shared, adapted, formatted, translated, recorded, printed, and used for any lawful purpose without payment or prior permission.
2. **Definition of Scripture Translation Outputs.** "Scripture Translation Outputs" means the translated biblical text and any ministry-owned footnotes, cross-references, headings, introductions, glossaries, audio recordings, alignment data, metadata, and other materials specifically identified in a release certificate. It does not include third-party material, trademarks, logos, privacy or publicity rights, patents, confidential information, or any item listed as excluded.
3. **CC0 policy.** After the Ministry has confirmed a sufficient chain of title, the Ministry shall apply the Creative Commons CC0 1.0 Universal Public Domain Dedication to each approved Scripture Translation Output. The Ministry shall not substitute a custom "public domain" statement where CC0 can be used.
4. **No release without authority.** No officer, employee, volunteer, or contractor may represent that a work is public domain or subject to CC0 unless the Ministry owns or is expressly authorized to release all relevant rights in that work.
5. **Contributor documentation.** Every person whose original wording, editorial revisions, performance, recording, illustration, map, software code, database structure, or other protectable contribution may be included shall sign an approved agreement. The agreement must address ownership, licensing, moral rights, CC0 authorization, and third-party material.
6. **Source-text policy.** The Ministry shall use public-domain source texts or source materials whose licence terms are documented and compatible with the intended release. The Ministry shall maintain a written source-text and third-party-materials clearance record.
7. **Name and trademark integrity.** The Ministry may retain and enforce trademark rights in the official translation name, certification marks, and logos to prevent confusion about whether a modified text is an official Ministry edition. Trademark rights shall not be used to prevent truthful identification, criticism, or the free use of the underlying Scripture text.
8. **Record retention.** The Ministry shall preserve signed agreements, release resolutions, rights-clearance records, contributor lists, version history, and release hashes in secure, redundant archives.
9. **Unresolved rights.** Where ownership cannot be established, the Ministry shall not assume that good intentions, nonprofit status, a diligent search, or an orphan-work notice supplies permission. The Ministry shall seek legal advice, obtain a lawful licence, rewrite or remove the affected material, or defer release.
10. **Future revisions.** Each new edition or revision shall receive a separate rights review and release certificate. Earlier CC0 releases remain available under their original terms.

B. Resolution

RESOLVED, that the Board adopts the foregoing policy; authorizes the officers named below to execute contributor agreements, assignments, licences, CC0 documentation, and release certificates; and directs that no translation be publicly described as CC0 or public domain until the authorized officer signs the final chain-of-title certification.

Authorized officer(s): _____

Any project-specific limitations: _____

Signature

Printed name and title

Date: _____

Signing as: Board chair / authorized director

Signature

Printed name and title

Date: _____

Signing as: Board secretary / witness

FORM 2

Source Text and Third-Party Materials Clearance

Purpose

Documents whether every source text and included supporting asset may lawfully be used in a CC0 Scripture release.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Project name: _____

Version / release candidate: _____

Reviewer: _____

Review date: _____

A. Source Text Record

Item	Edition / owner	Status	Evidence	Conditions	Approved?

B. Third-Party Materials Record

Asset	Creator / owner	Where used	Licence / permission	Attribution	CC0 compatible?	Action

C. Required Declarations

- [] The translation was drafted from the source text(s) listed above.
- [] Restricted modern translations were used only as references and their protectable wording was not copied into the release.
- [] All included fonts permit the intended embedding, distribution, conversion, and commercial use, or the font files are excluded.
- [] All audio performers and producers signed appropriate rights and moral-rights consents.
- [] All maps, illustrations, photographs, introductions, notes, and metadata are owned, compatible, or excluded.
- [] All software and database components distributed with the text have been reviewed separately; the CC0 notice does not falsely cover incompatible code or third-party databases.
- [] Every item that is not covered by CC0 will be clearly identified in the publication and release manifest.

D. Decision

- [] APPROVED: all relevant source and third-party rights are clear for the planned release.
- [] CONDITIONALLY APPROVED: release may proceed only after completing the actions listed below.
- [] NOT APPROVED: unresolved rights prevent release.

Required actions / exclusions:

Signature

Printed name and title

Date:

Signing as: Rights reviewer

Signature

Printed name and title

Date:

Signing as: Project director

FORM 3

Volunteer Contributor Agreement

Purpose

For a genuine unpaid volunteer who may contribute original translation wording, revisions, notes, recordings, or other protectable material.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry: _____

Volunteer legal name: _____

Address / country: _____

Project and assigned contribution: _____

Effective date: _____

1. **Volunteer relationship.** The Volunteer offers services for religious, charitable, or humanitarian purposes without expectation of wages, royalties, profit participation, or future employment. Nothing in this Agreement requires the Volunteer to provide a minimum number of hours. The Volunteer may stop volunteering at any time, subject to the continuing effect of rights already granted.
2. **Expenses.** The Ministry may reimburse reasonable, documented, pre-approved expenses. Reimbursement is not compensation. Any honorarium or other payment must be separately reviewed for compliance with local employment and tax law.
3. **Contribution.** The "Contribution" includes all translation wording, revisions, annotations, recordings, performances, editorial text, data, and other materials created or supplied by the Volunteer for the Project, including drafts and later corrections.
4. **Work made for hire where valid.** To the extent local law permits and the legal requirements are satisfied, the parties agree that the Contribution is specially commissioned as a work made for hire for the Ministry. The parties do not rely on this clause where the doctrine is unavailable or its requirements are not met.
5. **Present assignment.** The Volunteer hereby irrevocably assigns to the Ministry all worldwide right, title, and interest that the Volunteer now has or later acquires in the Contribution, including copyright, related rights, neighboring rights, database rights, rights in recordings and performances, and all rights to authorize copying, distribution, adaptation, translation, revision, public performance, communication, and making available, for the full period of those rights and all renewals and extensions.
6. **Licence fallback.** To the extent any right cannot legally be assigned, the Volunteer grants the Ministry an exclusive, worldwide, perpetual, irrevocable, royalty-free, fully paid, transferable and sublicensable licence to exercise that right for every lawful purpose, including publication, modification, relicensing, and public-domain dedication. Where exclusivity, transfer, or sublicensing is not legally available, the grant shall operate to the maximum extent permitted.
7. **Moral rights and consents.** To the maximum extent permitted by law, the Volunteer waives and agrees not to assert moral rights and similar rights. Where waiver is ineffective, the Volunteer irrevocably consents to publication with or without attribution; translation, editing, abridgment, expansion, formatting, correction, audio and digital conversion; combination with other materials; and reasonable modifications, and agrees not to object to those acts except where the law does not permit advance consent.
8. **CC0 authorization.** The Volunteer understands that the Ministry intends to make the Contribution and the completed translation as free as legally possible. The Volunteer irrevocably authorizes the Ministry to apply CC0 1.0 Universal to the Contribution and any collective or joint work containing it, and agrees that any rights retained or later reacquired by the Volunteer are likewise offered under CC0 1.0 Universal to the maximum extent legally effective.
9. **No attribution requirement.** The Volunteer may be credited as a courtesy, but credit is not a condition of use. The Ministry and downstream users may publish anonymously or omit the Volunteer's name.

- 10. Originality and third-party material.** The Volunteer represents that the Contribution is original to the Volunteer except for material disclosed in writing, and that the Volunteer will not copy protected wording, notes, recordings, images, data, or other material without written approval. The Volunteer shall provide complete source information for every third-party item.
- 11. Editorial control.** The Ministry may accept, reject, revise, replace, or discontinue any Contribution. Participation gives the Volunteer no veto over the final wording, release date, licence, format, attribution, or future revision.
- 12. Confidentiality before release.** Until the Ministry publicly releases the Project, the Volunteer shall not distribute unpublished drafts or confidential project records except as authorized. This clause does not restrict lawful reporting of misconduct or other non-waivable rights.
- 13. Further assurances.** The Volunteer will sign reasonable additional documents needed to confirm the rights granted here. The Ministry may sign and record confirmatory documents as the Volunteer's limited agent only where local law permits and only to implement this Agreement.
- 14. Governing law and severability.** This Agreement is governed by the law stated below, without overriding mandatory law that applies to the Volunteer. If a provision is invalid, it shall be narrowed to the maximum lawful scope and the remaining provisions continue.

Governing law / forum:

Disclosed third-party material (attach schedule if needed):

Signature

Printed name and title

Date: _____

Signing as: Volunteer

Witness / notary (if required)

Signature

Printed name and title

Date: _____

Signing as: For the Ministry

Date / commission details

FORM 4

Employee Intellectual Property and CC0 Addendum

Purpose

Adds explicit translation duties, ownership, licence fallback, moral-rights consent, and CC0 authorization to an employee's contract.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry / employer: _____

Employee: _____

Existing employment agreement date: _____

Position and jurisdiction: _____

Covered project(s): _____

Effective date: _____

1. **Scope of duties.** The Employee's assigned duties include, as applicable, Bible translation, revision, checking, editing, annotation, linguistic analysis, recording, performance, data preparation, software or database work, and preparation of related publication assets.
2. **Employee works.** "Employee Works" means all covered material created within the scope of employment, using substantial employer resources, or under a specific Ministry assignment, subject to mandatory local law.
3. **Initial ownership where recognized.** Where local law provides that an employer is the first owner or legal author of works created within the scope of employment, the parties confirm that the Ministry owns the Employee Works from creation.
4. **Present assignment.** To the extent the Employee owns any right in an Employee Work, the Employee hereby assigns all worldwide right, title, and interest in that work to the Ministry for the full duration of the rights, including renewals and extensions.
5. **Exclusive licence fallback.** To the extent assignment is unavailable or ineffective, the Employee grants the Ministry the broadest exclusive, worldwide, perpetual, irrevocable, royalty-free, transferable and sublicensable rights of use allowed by law, for all known and later-developed media and forms of exploitation, including modification, translation, publication, relicensing, and public release.
6. **Moral rights.** To the maximum extent permitted, the Employee waives and agrees not to assert moral rights. Where waiver is unavailable, the Employee gives the broadest lawful advance consent to editing, modification, combination, anonymous publication, omission or alteration of attribution, and publication in any format, and agrees not to obstruct uses consistent with the Ministry's free-Scripture policy.
7. **CC0 release.** The Employee authorizes the Ministry to apply CC0 1.0 Universal to Employee Works and agrees that the Ministry may release them without attribution, payment, permission, or downstream restrictions.
8. **Compensation.** The Employee acknowledges that salary and employment benefits constitute compensation for the covered duties and rights granted, except where mandatory law requires additional remuneration. No separate royalty is owed unless a signed writing states otherwise.
9. **Third-party content.** The Employee will not incorporate third-party protected material without approval and shall maintain accurate source and permission records.
10. **Survival.** The ownership, licence, moral-rights, CC0, confidentiality, and further-assurances provisions survive termination of employment.

Mandatory-law modifications / additional remuneration, if any: _____

Signature

Printed name and title

Date: _____

Signing as: Employee

Witness / notary (if required)

Signature

Printed name and title

Date: _____

Signing as: For the Ministry

Date / commission details

FORM 5

Independent Contractor / Consultant Agreement

Purpose

For paid translators, editors, consultants, narrators, designers, developers, or other non-employee contributors.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry: _____

Contractor legal name / entity: _____

Address / country / tax identification: _____

Project and deliverables: _____

Fee and payment schedule: _____

Effective date: _____

- 1. Independent status.** The Contractor is an independent contractor and not an employee, partner, agent, or joint venturer, except for any limited agency expressly stated. The Contractor controls the manner and means of work subject to deliverable requirements, deadlines, editorial standards, and applicable law.
- 2. Deliverables.** The Contractor shall create and deliver the materials described in the attached statement of work, together with source files, version history, contributor information, and third-party rights documentation.
- 3. Work made for hire where valid.** To the extent permitted and where all legal requirements are satisfied, the parties expressly agree that each eligible Deliverable is specially commissioned as a work made for hire for the Ministry. This clause is supplemented by the assignment below.
- 4. Present assignment.** The Contractor hereby irrevocably assigns to the Ministry all worldwide right, title, and interest in every Deliverable, including copyright and related rights, for the entire duration of those rights and all renewals and extensions.
- 5. Licence fallback.** To the extent any right cannot be assigned, the Contractor grants the Ministry the broadest exclusive, worldwide, perpetual, irrevocable, royalty-free, fully paid, transferable and sublicensable licence permitted by law to use, modify, translate, combine, publish, distribute, perform, communicate, make available, relicense, and dedicate the Deliverable to the public domain.
- 6. Moral rights.** The Contractor waives and agrees not to assert moral rights to the maximum extent permitted. Where waiver is unavailable, the Contractor gives the broadest lawful consent to modification, anonymous publication, attribution changes, format conversion, and all uses consistent with the Project.
- 7. CC0 authorization.** The Contractor authorizes the Ministry to apply CC0 1.0 Universal to each accepted Deliverable and to the completed Project. The Contractor understands that anyone may then use the material, including commercially, without permission or payment.
- 8. No continuing royalty.** The agreed fee is full compensation for the services and rights granted. No royalty, licence fee, approval right, accounting, or profit participation is owed unless expressly stated in a signed amendment.
- 9. Subcontractors.** The Contractor shall not use a subcontractor whose work may enter the Deliverables unless the Ministry approves in writing and the subcontractor signs rights terms at least as protective as this Agreement. The Contractor shall supply copies before acceptance.
- 10. Warranties.** The Contractor represents that the Deliverables are original except for disclosed, authorized material; that the Contractor has authority to grant the rights stated; and that the Deliverables do not knowingly infringe third-party rights.
- 11. Acceptance and correction.** The Ministry may inspect, reject, or require correction of Deliverables that do not meet the statement of work or rights-clearance requirements.

12. Governing law and mandatory rules. The law listed below governs, subject to mandatory rules applicable to the Contractor, including rules on authors' remuneration, moral rights, employment classification, or formal execution.

Governing law / forum:

Statement of work attached as:

Approved third-party materials:

Signature

Printed name and title

Date: _____

Signing as: Contractor

Signature

Printed name and title

Date: _____

Signing as: For the Ministry

Witness / notary (if required)

Date / commission details

FORM 6

Editorial Committee Participation Acknowledgment

Purpose

Prevents uncertainty about committee authorship, voting, final editorial control, attribution, and the rights status of revisions.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry: _____

Project: _____

Committee member: _____

Role: _____

Term of service: _____

- 1. Condition of participation.** Participation is conditioned on the Member having signed the applicable employee, contractor, volunteer, or legacy rights agreement. This Acknowledgment supplements but does not replace that agreement.
- 2. Committee contributions.** All proposed renderings, rewrites, notes, votes accompanied by original wording, and other protectable contributions made in committee are Contributions covered by the Member's rights agreement.
- 3. Final editorial authority.** The committee advises and decides according to its adopted procedures, but the final authority to approve the official text and release files belongs to the person or body identified below.
- 4. No retained veto.** After a Contribution is submitted, the Member does not retain a personal veto over later editing, replacement, publication, CC0 release, attribution, or future revisions, except for rights that cannot lawfully be waived.
- 5. Minutes and version records.** The Member consents to the recording of attendance, decisions, proposed wording, and version history for chain-of-title and scholarly documentation.
- 6. Conflicts and third-party text.** The Member shall disclose any employment, publishing, confidentiality, or licence obligation that could restrict a Contribution, and shall not paste or closely reproduce protected text from another translation or publication.
- 7. Attribution.** Any contributor list is historical and honorary. It does not create an attribution condition for downstream users of a CC0 release.

Final editorial authority: _____

Existing rights agreement type and date: _____

Disclosed conflicts or restrictions: _____

Signature

Printed name and title

Date: _____

Signing as: Committee member

Signature

Printed name and title

Date: _____

Signing as: Committee chair / Ministry

FORM 7

Legacy Copyright Assignment and CC0 Consent

Purpose

Repairs the chain of title for an existing translation, revision, recording, note set, or other asset created without adequate prior paperwork.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry / assignee: _____

Assignor / rights holder: _____

Address / country: _____

Work or contribution being transferred: _____

Original creator(s): _____

Dates of creation / publication: _____

Basis of Assignor's ownership: _____

Capacity of Assignor

☐ Original author / translator / editor / performer

☐ Joint owner

☐ Heir or beneficiary

☐ Executor / administrator / personal representative

☐ Corporate successor / prior assignee

☐ Authorized agent

☐ Other: _____

1. **Confirmation of title.** The Assignor represents that the Assignor owns or controls the rights described in the attached Schedule and identifies every known co-owner, prior assignment, licence, lien, publishing agreement, reversion right, estate claim, or other restriction.
2. **Present assignment.** The Assignor hereby irrevocably assigns to the Ministry all worldwide right, title, and interest the Assignor owns or controls in the Work, including copyright and related rights, for the full remaining duration of those rights and all renewals and extensions.
3. **Licence fallback.** To the extent any right cannot be assigned, the Assignor grants the Ministry the broadest exclusive, worldwide, perpetual, irrevocable, royalty-free, transferable and sublicensable licence permitted by law to exercise and authorize all uses of the Work, including modification, translation, publication, relicensing, and dedication under CC0.
4. **Moral rights and consent.** The Assignor waives and agrees not to assert moral rights to the maximum extent permitted. Where waiver is unavailable, the Assignor gives the broadest lawful consent to modification, correction, combination, anonymous publication, attribution changes, format conversion, and other uses consistent with a free Scripture release.
5. **CC0 authorization.** The Assignor expressly authorizes the Ministry to apply CC0 1.0 Universal to the Work and agrees that any rights retained or later reacquired by the Assignor are likewise offered under CC0 to the maximum extent legally effective.
6. **Purpose and understanding.** The Assignor understands that CC0 is intended to permit anyone to copy, modify, translate, distribute, perform, publish, and use the Work for any purpose, including commercial purposes, without permission, attribution, or payment.

- 7. Consideration and form of execution.** This transfer is made in consideration of the Ministry's acceptance of the Work for free public release and other good and valuable consideration, receipt and sufficiency of which are acknowledged. Where local law requires a deed, witness, notarization, specific remuneration, or other formality, the parties shall execute the required local form.
- 8. Further assurances.** The Assignor will provide reasonable evidence of identity, authority, succession, and prior agreements, and will sign reasonable confirmatory documents required to establish the chain of title.
- 9. No undisclosed promises.** Except as disclosed in the Schedule, the Assignor has not granted rights inconsistent with this transfer and has not promised royalties, approvals, exclusivity, or publication control to another person.
- 10. Severability.** Any invalid provision shall be narrowed to the maximum lawful scope without invalidating the remaining transfer, licence, consent, or CC0 authorization.

Schedule of Rights and Evidence

Asset / passage	Rights owned	How acquired	Evidence attached	Known co-owners / restrictions

Signature

Printed name and title

Date: _____

Signing as: Assignor / authorized representative

Witness / notary (if required)

Signature

Printed name and title

Date: _____

Signing as: For the Ministry

Date / commission details

FORM 8

Asset Inventory and Chain-of-Title Ledger

Purpose

Creates the evidence file showing exactly what is being released, who created it, and how the ministry acquired authority.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Project: _____

Proposed release version: _____

Ledger custodian: _____

Last updated: _____

A. Asset Inventory

ID	Asset	Books / files	Creator(s)	Creation date	Owner	Rights document	Status

Suggested asset categories

- Translated biblical text by book and revision layer
- Footnotes, cross-references, section headings, introductions, glossary, study helps
- Audio narration, music, sound effects, mastering, and performer rights
- Maps, illustrations, photographs, cover art, icons, and logos
- Fonts and font files
- Alignment data, morphology, lexicon links, metadata, databases, and APIs
- Typesetting files, source code, scripts, applications, and website assets
- Source texts and modern reference translations

B. Contributor Ledger

Contributor	Country	Status	Role	Passages / assets	Agreement	Moral rights	ID / authority evidence	Cleared?

C. Version and Release Evidence

Version	Date	Repository / archive	Commit / hash	Rights review	Release action

D. Certification

I **certify that** this ledger identifies all known protectable components and contributors in the proposed release; the referenced documents are stored in the Ministry’s archive; and every unresolved item is clearly marked and has not been silently treated as public domain.

Signature

Printed name and title

Date: _____

Signing as: Ledger custodian / rights officer

Signature

Printed name and title

Date: _____

Signing as: Independent reviewer

FORM 9

Diligent Search Record and Unresolved-Rights Decision

Purpose

Records efforts to identify or locate a rights holder. This form documents risk; it does not itself authorize use or create a public-domain status.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Do not use this as permission

A diligent search may be required for a statutory orphan-works licence in some countries, but a search by itself generally does not extinguish copyright. For a worldwide CC0 release, unresolved ownership normally requires consent, replacement, removal, a valid statutory licence, or project-specific legal advice.

Project / asset: _____

Known or suspected creator: _____

Relevant country or countries: _____

Search lead: _____

Search start and end dates: _____

A. Search Log

Date	Source / database	Search terms / action	Result	Evidence saved	Next step

B. Sources Considered

- ☐ Ministry personnel, board, archives, payroll, volunteer, and project records
- ☐ Contracts, publisher files, registration records, and rights-management information
- ☐ Obituaries, probate records, wills, estate files, genealogical sources, and family contacts
- ☐ Missionary sending agencies, churches, schools, translation committees, and former colleagues
- ☐ National copyright registries and collecting societies where relevant
- ☐ Library catalogues, archival finding aids, professional associations, and online searches
- ☐ Known co-authors, editors, narrators, producers, and publishers
- ☐ Any sources required by an applicable statutory orphan-works scheme

C. Outcome

- ☐ Rights holder identified and contacted; signed permission or assignment obtained.
- ☐ Rights holder identified but permission refused or incomplete.
- ☐ Rights holder cannot be identified.
- ☐ Rights holder identified but cannot be located.
- ☐ Work determined to be public domain after documented legal analysis.
- ☐ Statutory orphan-work licence is available and will be pursued.

D. Decision - choose one

- ☐ DO NOT RELEASE the affected material.
- ☐ REMOVE the affected material from the release.
- ☐ REWRITE / RE-RECORD / RECREATE the affected material with cleared contributors.
- ☐ OBTAIN a statutory or negotiated licence before use.
- ☐ PROCEED only under attached written legal advice defining the countries, uses, notices, reserves, and response plan.

Counsel / decision-maker:

Conditions, territorial limits, or remediation plan:

Signature

Printed name and title

Date: _____

Signing as: Search lead

Signature

Printed name and title

Date: _____

Signing as: Authorized legal / board decision-maker

FORM 10

Final Release Resolution and Public CC0 Notice

Purpose

Authorizes the exact cleared work for worldwide release under CC0 and supplies publication-ready notice language.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Ministry: _____

Work title: _____

Language: _____

Version / edition: _____

Release date: _____

Repository / canonical download location:

Release manifest / hash:

A. Final Certifications

- ☐ The Board's standing free-Scripture policy is in effect.
- ☐ The chain-of-title ledger has been completed and independently reviewed.
- ☐ All included contributors and rights holders have signed adequate documents.
- ☐ All source texts and third-party materials have been cleared.
- ☐ Every exclusion from CC0 is listed below and in the release manifest.
- ☐ No unresolved orphan or disputed rights are being represented as cleared.
- ☐ The exact release files and cryptographic hashes are attached.
- ☐ Trademark, privacy, publicity, patent, confidentiality, and other non-copyright rights have been separately considered.

B. Resolution

RESOLVED, that the Ministry, as owner or authorized controller of the rights identified in the attached chain-of-title record, approves the Work identified above for release under Creative Commons CC0 1.0 Universal; authorizes publication of the notice below; and directs the rights officer to preserve the signed resolution, legal code, manifest, hashes, and supporting agreements permanently.

C. Publication-Ready CC0 Notice

[WORK TITLE], [VERSION]

To the extent [MINISTRY LEGAL NAME] owns copyright and related or neighboring rights in this Work, [MINISTRY LEGAL NAME] has dedicated those rights to the public domain worldwide under Creative Commons CC0 1.0 Universal.

You may copy, share, print, publish, record, perform, translate, adapt, revise, combine, and use the Work for any purpose, including commercial purposes, without asking permission and without paying a fee. Attribution is appreciated but is not required.

CC0 legal code: <https://creativecommons.org/publicdomain/zero/1.0/legalcode>

No warranties are given. CC0 does not apply to third-party materials expressly identified in the release manifest, nor does it grant rights in trademarks, logos, personal likenesses, privacy or publicity rights, patents, or other rights held by third parties.

D. Excluded Materials

Item	Owner	Licence / status	Where identified
------	-------	------------------	------------------

Signature

Printed name and title

Date: _____

Signing as: Board chair / authorized officer

Signature

Printed name and title

Date: _____

Signing as: Rights officer / secretary

FORM 11

Version Release Certificate and Trademark Notice

Purpose

Identifies the precise edition released under CC0 and distinguishes the free text from the ministry's official-edition name and marks.

Use only after local review

This template is designed to collect the facts and permissions commonly needed for a worldwide CC0 release. Copyright ownership, employment status, moral rights, electronic signatures, deeds, witnesses, notarization, and governing-law rules differ by country. Have qualified counsel adapt the form before signature.

Official translation name: _____

Version number / date: _____

Language and script: _____

Canonical repository: _____

Release package filename: _____

SHA-256 or other hash: _____

Previous version superseded, if any: _____

A. Included Files

Filename	Format	Hash	CC0 status	Notes / exclusions

B. Official Text and Modified Editions

Suggested notice: The biblical text in this release is available under CC0 1.0 Universal. The name “[OFFICIAL TRANSLATION NAME]” and the Ministry’s logos are not dedicated under CC0. An unmodified copy may truthfully identify itself as the official [VERSION] text. A modified version should clearly state that it has been changed and should use a different edition name unless the Ministry gives written trademark permission. Nothing in this notice restricts truthful descriptive reference to the original translation.

C. Release Certificate

I **certify that** the files listed above are the exact files approved by the Ministry; the hashes were calculated after final approval; the public notice accompanies each distribution channel; and the archive contains the governing resolution and chain-of-title record.

Signature

Printed name and title
Date: _____
Signing as: Release manager

Signature

Printed name and title
Date: _____
Signing as: Rights officer

Appendix - Execution and Review Checklist

A. Before adapting any form

- ☐ Identify every country whose law may govern the contributor, ministry, employment relationship, creation, publication, or enforcement.
- ☐ Determine whether assignment of future works is valid and what wording is required.
- ☐ Determine whether copyright can be assigned or only licensed.
- ☐ Determine whether moral rights may be waived, consented to, or only limited case by case.
- ☐ Determine whether electronic signatures are valid for the instrument.
- ☐ Determine whether the document should be executed as a deed, witnessed, notarized, registered, translated, or accompanied by independent advice.
- ☐ Review mandatory author-remuneration and termination or reversion rules.
- ☐ Confirm employment / contractor / volunteer classification and tax consequences.
- ☐ Confirm data-protection rules for storing identity, address, signature, nationality, and estate records.

B. Evidence to retain

- ☐ Signed original and high-resolution scan
- ☐ Identity and authority documents
- ☐ Translation of the agreement where the signer used another language
- ☐ Evidence of payment or deed execution where relevant
- ☐ Statement of work and exact description of contributions
- ☐ Contributor's country, status, role, and dates of service
- ☐ Version-control history and commit records
- ☐ Third-party permissions and licence texts
- ☐ Board approvals, release manifest, and hashes
- ☐ Written legal advice for any exception or unresolved risk

C. Recommended archive naming convention

Example

PROJECT / RIGHTS / CONTRIBUTORS / [Surname_GivenName] / [YYYY-MM-DD]_[AgreementType]_SIGNED.pdf
 PROJECT / RELEASES / [Version] / RIGHTS_CERTIFICATE.pdf
 PROJECT / RELEASES / [Version] / MANIFEST_SHA256.txt

D. Local counsel sign-off

Law firm / lawyer: _____

Jurisdictions reviewed: _____

Forms approved / modified: _____

Material limitations or required local riders: _____

Signature

Printed name and title

Date: _____

Signing as: Qualified local counsel

Signature

Printed name and title

Date: _____

Signing as: Ministry representative