



National September 11 Memorial & Museum at the World Trade Center Foundation, Inc.

Receipt No. \_\_\_\_\_  
 Receipt Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (To be completed by the Museum)

TEMPORARY CUSTODY RECEIPT

Received from/Please return to (if applicable):

Name of Owner:

Street Address:

City, State/Province, Postal Code, Country:

Phone:

Email:

If not the Owner, please provide the Owner's name, contact information, and the relationship of Depositor to the Owner

Name of Owner-Depositor's relationship to the Owner:

Address:

Phone:

Email:

ITEMS	DESCRIPTION	FORMAT	SHALL WE SCAN & RETURN YOUR PRINTS? Yes or No	MATERIALS (from which mementos are made)  Example: Ceramic, Textile, Plastic
	<i>Example: A family photograph showing Jim Smith (victim), Joe Smith (brother), Mary Smith (mother) and Michael Smith (father) at Jim Smith's (victim) birthday in 1999. Please explain events depicted and provide dates.</i>	<i>Example: Print, 4" x 6" or Digital, JPEG</i>		

**PREFERRED PORTRAIT PHOTOGRAPH**

PREFERRED PORTRAIT				
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**OPTIONAL ADDITIONAL PHOTOGRAPHS**

OPTIONAL Additional Photograph #1	<i>ENTER DESCRIPTION HERE</i>			
OPTIONAL Additional Photograph #2				
OPTIONAL Additional Photograph #3				
OPTIONAL Additional Photograph #4				
OPTIONAL Additional Photograph #5				

**OPTIONAL WRITTEN PIECES**

OPTIONAL Written Piece #1				
OPTIONAL Written Piece #2				

**OPTIONAL PERSONAL MEMENTOS**

OPTIONAL Personal Memento #1			N/A	
OPTIONAL Personal Memento #2			N/A	
<i>Total Items Sent</i>				

*I have read and agree to the Terms and Conditions below, and certify that I have full authority to agree thereto.*

Owner signature, Date:

## Terms and Conditions

### 1. Definitions of Key Terms.

**Museum:** The National September 11 Memorial & Museum at the World Trade Center Foundation, Inc.

**Property:** The material or object(s) described on the face of this Custody Receipt

**Depositor:** The person from whom the Museum has received the Property

**Owner:** The owner of the Property, who is the Depositor unless otherwise identified on the face of this Custody Receipt

**2. Duty of Care.** The Museum assumes no responsibility except the avoidance of gross negligence. The Depositor hereby agrees to release and hold harmless the Museum, its employees, officers, and agents, from any liability in connection with the Property while on deposit or in transit except for clear gross negligence. The absence of condition notes on this Custody Receipt does not imply that the Museum received the Property in good condition.

**3. Ownership and Title.** The Museum reserves the right to request proof of the Depositor's legal authority to deposit the Property and, if the Depositor is not the Owner, the Depositor's relationship to the Owner. The Museum shall not be held liable for relying in good faith upon the Depositor's representations or proof. In the event the Property is being offered for sale or donation to the Museum, the Depositor warrants that he/she upon request is prepared to establish that full and clear title to the Property can be passed to the Museum.

**4. Insurance.** Insurance of the Property is the responsibility of the Depositor. The Museum shall not carry insurance on the Property while it is in transit or on temporary deposit.

**5. Valuations of Worth and Declarations of Authenticity.** Any attributions, declarations of authenticity, dates, valuations of worth, prices, or variations in prices indicated on the face of the Custody Receipt are stated as they were given by the Depositor and are not to be construed or interpreted as appraisals or endorsements made by the Museum. The fact that the Property is or has been in the Museum's custody is not an indication of Museum endorsement.

**6. Reprographic Examination.** The Museum may make photographic reproductions and other reprographic images for internal Museum purposes unless, prior to or simultaneously with the execution of this Custody Receipt, the Depositor gives the Museum written notice prohibiting such reprography. Reprographic images will remain confidential and will not be disclosed publicly without the written consent of the Depositor or as otherwise required by law.

**7. Changes in Owner's or Depositor's Situation.** If there is a change in the identity or address of the Depositor or the Owner, the Museum must be notified promptly in writing. The Property must be claimed on or before the removal date noted on the face of this Custody Receipt. The Museum assumes no responsibility to search for the Depositor or the Owner if they are not located at the address of record. If one other than the Owner or Depositor claims the Property, the Museum reserves the right to request proof of legal authority to receive the Property before the Property will be released.

**8. Shipping and Receipt for Return Delivery.** If the Property is to be returned by mail or other carrier, arrangements shall be made in writing between the Depositor and the Museum. If such arrangements are made and the Museum returns the Property pursuant to such arrangements, the Depositor will also be sent a receipt for return delivery. Failure to sign and return said receipt within thirty 30 days of shipment shall release the Museum from any further liability for the Property.

**9. Unclaimed Property.** Unless arrangements for shipping are made in writing between the Museum and the Depositor pursuant to section 8 above, it is the responsibility of the Depositor to remove the Property from the Museum within one (1) year of the receipt date indicated on the face of this document, unless other arrangements, including the extension of the period of deposit, are made between the two parties. If the Property is not claimed by the Depositor within this time period, the Museum shall send to the Depositor a written notice requesting the removal of the Property. If the Property has not been claimed after three (3) years from the removal date, the Property shall be deemed an unrestricted gift to the Museum.