

# 1 INSTRUCTIONS FOR SPF DISTINCTIONS APPLICANTS 2026

for NFIAP, AFIAP, EFIAP, EFIAP, EFIAP/b....

(NB – Notes on the NEW Portfolios Distinctions will be issued separately)

FIAP Photographic Distinctions are available to individuals who are members of SPF Clubs. Full details about FIAP Distinctions and how to apply is available from this area of the SPF website

<https://www.scottish-photographic-federation.org/fiap-distinctions-applying>

Firstly, you must participate in salons with FIAP patronage to gain acceptances. You require to keep an accurate note of all the competitions you enter as you go. Make sure to note full Salon names, patronage numbers, and country of the Salon. Making sure that all spelling is correct on your annotations will allow you to complete the required forms later without issues. Any titles of photos used should be accurate throughout and should not be changed once entered in a FIAP salon.

A full list of these qualifying Exhibitions also known as Salons can be found on the FIAP Patronages website (also known as **myfiap** website) -

<https://www.myfiap.net/patronages>

All applications for FIAP Distinctions by anyone living in Scotland must be submitted via the Scottish Photographic Federation. Applications can only be made by the SPF once yearly, to comply with FIAP's requirement of a year between every level of Distinction being applied for or awarded.

**Applications may be made to the SPF's FIAP Liaison Officer, annually, following the details given below for the level of Distinction being applied for following exactly the process laid out in this document. This supersedes all previous processes.**

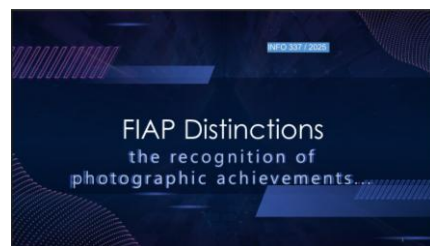
This annual application process opens on 1st March, at which time all paperwork required for the current year's submission should be available to you from the SPF website, and your personal copy of the 'FIAP Scotland Salon File' will be available for you on request from the SPF's FIAP Liaison Officer. The deadline date to receive all applications is 15th May to give time for final checks to be made, prior to our late June submission to FIAP, while keeping our annual Certificate date of August. **No applications will be accepted out with the 1<sup>st</sup> Mar - 15<sup>th</sup> May time period.**

**All applicants are advised to start by reading the latest FIAP documentation available here <http://online.flipbuilder.com/tklq/znbv/> from page 110 FIAP document 047/2025E which give full details of all of FIAP Distinctions requirements.**

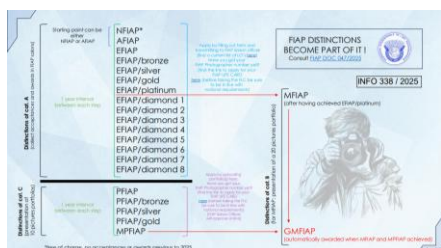
**Due to the large number of changes being made from 1<sup>st</sup> Jan 2026, this information is supplemented by additional FIAP information which outlines changes to requirements.**

FIAP have supplied a 32-page **PDF PRESENTATION 337/2025** which covers full details of changes to all of the existing Distinctions. This is available to download although it will take some time to load into your browser as it is a largish file.

Click on the link below or visit the SPF webpage 'FIAP Distinctions Applying' for a copy.



[https://www.scottish-photographic-federation.org/sites/default/files/downloads/info\\_337\\_2025\\_new\\_distinctionreg\\_presentation-small\\_ls.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/info_337_2025_new_distinctionreg_presentation-small_ls.pdf)



FIAP have also supplied a 7-page **PDF CHEAT SHEET 338/2025** for you to refer to, which is an extract from the above presentation, and covers all of the existing Distinctions.

Click on the link below or visit the SPF webpage 'FIAP Distinctions Applying' for a copy.

[https://www.scottish-photographic-federation.org/sites/default/files/downloads/info\\_338\\_2025\\_cheat\\_sheet\\_new\\_distinctions\\_ls.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/info_338_2025_cheat_sheet_new_distinctions_ls.pdf)

An SPF summary sheet outlining the quantities required for each level when applying from 2026 is given named **4 - FIAP Distinctions Rules 2026 on - Notes on changes to previous Rules\_Issue 1 31st July 2025'**. **Applicants should refer to this document to check quantity requirements for the level of Distinction being applied for** (e.g. of Number of Acceptances, Number of salons etc) when starting to put together their applications. This document also outlines the change in quantities from the previous 2025 requirements.

Distinction	NEW 2026 Acceptances *	OLD Rules Acceptances	NEW 2026 Different Countries **	OLD Rules Different Countries	NEW 2026 Different Works ***	OLD Rules Different Works	NEW 2026 Image Portfolio Requirements	OLD Rules Image Portfolio Requirements
<i>Applicants must be the holder of a FIAP Life Card - See SPF website for details. The option is given to newcomers to start either with the NFIAP or the AFIAP distinction. Achievers of NFIAP must wait one year to go to the next level.</i>								
NFIAP	25	N/A	5	N/A	10	N/A	5 different works each receiving a min of 2 acceptances, from a minimum of 3 different Countries	N/A - New Level
There is no longer a minimum print requirement for any Distinction								
AFIAP	75	40	15	8 (15 Salons)	20	15	5 different works each receiving a min of 3 acceptances, from a minimum of 5 different Countries <i>No requirement to count Salons.</i> i.e. Image 1: 3 acceptances with 1 acceptance in Country A Image 2: 3 acceptances with 1 acceptance in Country B Image 3: 3 acceptances with 1 acceptance in Country C Image 4: 3 acceptances with 1 acceptance in Country D Image 5: 3 acceptances with 1 acceptance in Country E	5 different works each receiving 3 acceptances in different Salons (i.e. 15 acc)
EFIAP	200	250	20	20 (30 Salons)	40	50	5 different works each receiving a min of 3 acceptances, from a minimum of 5 different Countries. Same as AFIAP. <i>No Awards Requirement. No requirement to count Salons.</i>	5 different works each receiving 3 acceptances in different Salons. And 2 of those works obtained an Award (each from a different country) (i.e. 15 acc + 2 Awards)
EFIAP/b	400 (inc AFIAP/EFIAP)	200# (Starting from zero)	25 (inc AFIAP/EFIAP)	5# (Starting from zero)	80 (inc AFIAP/EFIAP)	50# (Starting from zero)	5 different works each receiving an award in 5 different Countries i.e. Image 1: 1 with award in Country A Image 2: 1 with award in Country B Image 3: 1 with award in Country C Image 4: 1 with award in Country D Image 5: 1 with award in Country E	4 photos received awards in 4 different countries and different salons (i.e. 4 Awards)
EFIAP/s	600 (inc AFIAP/EFIAP)	300#	30 (inc AFIAP/EFIAP)	10#	130 (inc AFIAP/EFIAP)	100#	5 different works each receiving an award in 5 different Countries.	5 photos received awards in 5 different countries and different salons
EFIAP/g	900 (inc AFIAP/EFIAP)	500#	35 (inc AFIAP/EFIAP)	15#	200 (inc AFIAP/EFIAP)	150#	5 different works each receiving an award in 5 different Countries.	6 photos received awards in 6 different countries and different salons
EFIAP/p	1200 (inc AFIAP/EFIAP)	700#	40 (inc AFIAP/EFIAP)	20#	300 (inc AFIAP/EFIAP)	250#	5 different works each receiving an award in 5 different Countries.	7 photos received awards in 7 different countries and different salons

Click on the below link or visit the SPF Distinctions Applying website for a copy.

[https://www.scottish-photographic-federation.org/sites/default/files/downloads/fiap\\_distinctions\\_changes\\_2026\\_on\\_guidance\\_notes\\_issue\\_1\\_31st\\_july\\_2025.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/fiap_distinctions_changes_2026_on_guidance_notes_issue_1_31st_july_2025.pdf)

## PLEASE NOTE THE FOLLOWING WHEN STARTING TO WORK OUT YOUR NUMBER OF ACCEPTANCES, NUMBER OF SALONS, ETC)

Note particularly, that all levels are now cumulative from NFIAP all the way to EFIAP/p, so all applications should now list all Distinctions levels previously applied for up to your most current level being applied for (i.e. for an EFIAP/s application, your Page C should include all of your previously submitted AFIAP and EFIAP Page C information together with your previously submitted EFIAP/b Page C and your new information being added for EFIAP/s. If you start at NFIAP, then you would also include that level.)

Your previous year's Distinction application data should be correct and should not be amended when putting together your 2026 submission.

Starting from 2026 a photo/work cannot have more than 10 acceptances/awards listed on the application form. However, you can include more than 10 acceptances/awards if they were gained with patronage numbers earlier than 2026.

As of 1st January 2026, once a photograph has reached the limit of 10 acceptances/awards, no further acceptances/awards for that image can be counted, regardless of how many it had before that date. So, if a photo had 9 acceptances before 2026, it can still have 1 more acceptance after 1<sup>st</sup> Jan 2026.

If a photo had 15 acceptances before 2026, it cannot have more after 2025 (but the 15 that have been achieved before 2026, can be included in your 2026 application or later.

## APPLYING STEP ONE – Obtain a FIAP Photographer's Life Card

The FIAP Photographer's Life Card is a credit card sized identification document for members. This card serves as an ID card and, unlike the old 'Card', carries a unique ID Number (**FP-XXXXXXX**) that will stay with you for life. Every applicant, prior to compiling their FIAP Distinctions application, must first register on the FIAP platform <https://www.myfiap.net/user/register/fp> to obtain a **Photographers Life Card** and an **FP number**. There is a charge of **€50**, plus postage and PayPal charges (through which, without exception, payment has to be made). After your personal profile is created, you will be notified by email that your account is active. You will receive an "FP Number" in 7-digit (FP-XXXXXXX) as the username for login and will be prompted to set your own password. Both the **Life Card number** and the **FP number** are required to be completed on **Page A** of the FIAP Distinctions application form (called the '**FIAP Dossier Excel File**'). More details about this card are given on the SPF website under the relevant heading.

## APPLYING STEP TWO - Download ALL of the Following Forms and Documents from the SPF Website for applying in 2026

**You Require to have ALL of the following Documents Before You Can Apply**

1. **Instructions for SPF Distinctions Applicants 2026** – this document. Please also note particularly all of the additional documents and weblinks referenced prior to this section of this document, including the FIAP Photographer's Life Card requirement.
2. **SPF Distinction Application Form 2026** – **Please complete and submit this document to the SPF as part of your initial application.**
3. **SPF Notes Using the New FIAP Draft and Dossier Excel Files** which will show you where to view a YouTube Guide on how to complete this new 'FIAP Dossier Excel File' as well as MAC software issues with other programs, and additional help to complete your application correctly.
4. **FIAP Distinctions Rules 2026 on - Notes on changes to previous Rules\_Issue 1 31st July 2025** outlining the quantities required for each level when applying from 2026
5. **Draft Excel Worksheet Page C** which is supplied to allow you to **organise and review your List of Acceptances before completing the 'FIAP Dossier Excel File'**. **Please complete and submit this document 'Draft Excel Worksheet Page C' as part of your initial application**, to ensure you are maintaining the formatting of the new Excel sheet. Document 3 will assist you with this.
6. **FIAP Dossier Excel File** – The file that requires to be completed in full once the SPF have checked the submitted documents 1 and 3 have been completed correctly.

## APPLYING STEP THREE - Request copy of 'Scotland FIAP Salon File' from

[SPFflo1@gmail.com](mailto:SPFflo1@gmail.com) - ***This will become available from March.*** This will show all of your acceptances as held by FIAP at that point. Your 'Draft Excel Worksheet' requires to be checked against this 'Scotland FIAP Salon File' by you for accuracy before submitting your initial paperwork to the SPF. Once you have progressed to your final 'FIAP Dossier Excel Form' page C, this will also require a final check against this 'Scotland FIAP Salon File'. ***Please do not bombard us with queries or lists of errors at this early stage.*** We will request an updated copy of the 'Scotland FIAP Salon File' from FIAP nearer to our 15th May deadline, and you will be supplied with a copy at that time, so please be patient.

## APPLYING STEP FOUR - Submit Your Application to SPF - 1<sup>st</sup> Mar on

After you have requested and received a copy of your '**Scotland FIAP Salon File**' and have checked that information against your Page C information, you are ready to make an initial application to the SPF.

**To making your initial application to the SPF**, please send a completed copy of **SPF Distinction Application Form 2026** (in word or PDF format) together with a completed **Draft Excel Worksheet Page C** (in excel format) by email, to the SPF FIAP Liaison Officer Libby Smith to [SPFflo1@gmail.com](mailto:SPFflo1@gmail.com) ***We will acknowledge receipt within one week.***

*If you are unsure of completing the Draft Excel Worksheet Page C, and maintaining formatting, please enter a sample entry and send it to us and we will check it for you.*

## WHAT HAPPENS NEXT

Once this initial application has been checked, which may take us some time, we will get back to you with any required amendments, comments or queries, or request that you progress to completing Pages A, B and C of the '**FIAP Dossier Excel File**' as outlined in the instructions with the help of the YouTube video.

When complete please send a copy of your completed 'FIAP Dossier Excel File' **by email to the SPF contact who requested it** (either Libby at [SPFflo1@gmail.com](mailto:SPFflo1@gmail.com) or Margaret at [mags74561@gmail.com](mailto:mags74561@gmail.com)) ***We will acknowledge receipt within one week.***

At that time, we will also request your '**portfolio of images**' (see details below) which **must** be sent **via WeTransfer not by email** to the SPF FIAP Liaison Officer [SPFflo1@gmail.com](mailto:SPFflo1@gmail.com) Please remember to include your name with your images.

We will download them as soon as possible, so you receive a receipt. Once everything has been checked, we will get back to you with any required amendments, comments or queries.

Once we are happy everything is complete and correct, we will return the correct '**FIAP Dossier Excel File**' to you and we will ask you to supply a paper copy of Page A and a signed paper copy of Page B direct to Libby Smith, FIAP Liaison Officer.

You will also be supplied details of how to make payment by PayPal of the Distinction Application Fee applicable. **For 2026**, the Distinction Application Fee is **£75.00** except for **NFIAP** which is currently **Free**.

## SPECIFICATIONS OF DIGITAL PORTFOLIO FILES

*Please ensure that no work is too similar to that used in a previous Distinction Application. In this regard FIAP consider two pictures of a squirrel for example too similar, although more latitude is given to studio models, so please factor this in when selecting what to use. Feel free to seek advice from Libby before completing Page A if required.*

The photographic works must be sent as digital files **via WeTransfer** to the SPF FIAP Liaison Officer with the following properties - Format JPEG, compression 10, **at least** 3600 pixels for the greatest dimension.

**NAMING OF THE FILES** should be as follows - FIAP Code of the Federation (The SPF code is **950**) + **underscore** + **First name** + **underscore** + **Name** + **underscore** + **Title of the work** + **.jpg**

Example: **950\_Joe\_Bloggs\_Loch Ard.jpg**

## CHECK LIST FOR APPLICATION TO SPF

- Ensure you have a **FIAP Photographer's Card**
- Ensure you have requested your **Scotland FIAP Salon File** from Libby (from 1<sup>st</sup> March) and checked your new **Draft Excel Worksheet Page C** against it for accuracy before submitting to SPF.
- Ensure you have completed a copy of the new **Draft Excel Worksheet Page C** and followed the guidance for completing it accurately. **Send a copy by email in original excel format to Libby.**
- Ensure you have completed '**SPF Distinction Application Form 2026**'. **Send a copy by email in word or PDF format to Libby.**
- **When requested** – Complete the NEW **FIAP Dossier Excel File Pages A, B, and C** as outlined in the notes and YouTube Guidance, and send by email, in original excel format.
- **When requested** - Send your **Portfolio of images** via WeTransfer, please not by email.
- **When requested** - Send by post **one** paper copy of forms "A" and "B" (Sign form "B")
- **When Requested** – Pay Application Fee by PayPal.

SPF FIAP Liaison Officer, Libby Smith, 34 Braemar Crescent, Carlisle ML8 4BH

Tel: 01555 750737 Email: [SPFflo1@gmail.com](mailto:SPFflo1@gmail.com)

*Please note; By submitting this application you agree to the SPF using your personal data as laid out in the SPF Data Protection Policy for all matters related to your FIAP Application. This includes agreeing that we can keep your personal information on file as part of our historical records. A copy of the SPF Data Protection Policy is available to view at - [www.scottish-photographic-federation.org/sites/default/files/downloads/spf\\_data\\_protection\\_policy.pdf](http://www.scottish-photographic-federation.org/sites/default/files/downloads/spf_data_protection_policy.pdf)*