

# NOTES TO ASSIST MFIAP APPLICANTS 2026

**All applicants are advised to read <http://online.flipbuilder.com/tklq/znbv/> from page 93 for latest documentation and comply with requirements set out in FIAP document 011/2016 e sections 4, 8 & 9**

Every applicant, prior to compiling the application form, must register on the FIAP platform <https://www.myfiap.net/user/register/fp> to obtain a Photographers Life Card and a FP number. Both the Life Card number and the FP number are required on Page A of the application form. See FIAP Document INFO 185/2021 (Also see SPF Website for more info)

## FILLING OUT THE FIAP FORMS EXCEL FORMAT DistAENiv-Form-EN-DE 2023.xls

Download forms and documents from the SPF website including the above-mentioned Excel Form

Open the Excel File. (View at full screen mode if you cannot see all of it when open)

There are tabs at the bottom of the sheets to access the various pages.

These forms must be kept as one single page as supplied to you.

**Do not add columns or alter page sizes etc.**

### PAGE A - ADMINISTRATIVE DOSSIER

The Federation: is the **Scottish Photographic Federation**

The UN Code: is **950**

Fill in personal details.

Fill in Photographers Life Card number and FP number. (See note above)

List submitted works.

**Send 2 paper copies of Form A with application.**

### PAGE B – LIST OF SUBMITTED WORKS

Applicants are advised to read the **Declaration of Consent and Responsibility** carefully and fully understand its implications. Page B2 is for minors under the age of 18

On the line below add your full name, distinction applied for, the year (2026) and Country (Scotland)

**Add place and date of signing and sign the bottom of this sheet.**

**Send 2 paper copies of Form B with application.**

### PAGE C – LIST OF SUBMITTED WORKS

Complete as required

**Sign the bottom of this sheet.**

**Send 2 hard copies of Form B with application.**

### SUBMITTING YOUR APPLICATION

Please send two hard copies of sheets “A” and “B” by post to the SPF FIAP Liaison Officer. In addition please send electronic copies of all of the above forms **via email** to the SPF FIAP Liaison Officer.

**Remember to sign form B**

The portfolio of images **must** be sent **via WeTransfer** to the SPF FIAP Liaison Officer **not by email** and include your name and contact phone number.

### SPECIFICATIONS OF DIGITAL PORTFOLIO FILES

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:

Code FIAP of the Federation (**The SPF code is 950** + underscore + First name + underscore + Name + underscore + Title of the work + .jpg

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

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

### **COST OF APPLICATION**

EFIAP = £150.00

Payment will be requested by PayPal once the submission is complete and ready to send to FIAP.

### **CHECK LIST TO SPF FIAP LIAISON OFFICER**

- Completed electronic forms A, B, and C sent by email, or WeTransfer.
- Send 2 hard copies of forms "A" and "B" (Sign form "B")
- Send Portfolio of 20 submitted images via WeTransfer, please not by email
- Send 1 electronic copy of forms "A" and "B" (Sign form "B") by email, or WeTransfer
- Payment by PayPal

The above to be sent to: –

**SPF FIAP Liaison Officer,**  
**Libby Smith** 34 Braemar Crescent, Carluke 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)*

**Applications to be submitted between 1st September 2026 and 1st December 2026**  
**SEND ELECTRONIC FILES BY EMAIL - SEND IMAGES VIA WETRANSFER ONLY.**  
**RECEIPT WILL BE CONFIRMED BY EMAIL WITHIN 1 WEEK.**

All applications will be forwarded to FIAP together. FIAP now require 3 months to process the applications.

MFIAP applications will be sent to FIAP in early January to meet FIAP's 1<sup>st</sup> Feb deadline.

Issue No 021

Date: 1<sup>st</sup> Feb 2025