

NOTES TO ASSIST AFIAP APPLICANTS 2025

All applicants are advised to read the details set out on our SPF Website together with the latest FIAP documentation available here <http://online.flipbuilder.com/tklq/znbv/> from page 91 FIAP document 011/2016 E and comply with the following requirements .

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 1550063503-ac68d.xls

NEW - MANDATORY - Before continuing to complete your excel form, please email Libby to request your copy of the FIAP Salon File.

This Salon File will show all of your acceptances as held by FIAP. Your Excel sheet requires to be checked against this Salon File by you for accuracy before submitting any paperwork. Any Acceptances you require to count, not listed on this FIAP Salon File, please supply evidence e.g. if the salon has listed you as UK or England rather than Scotland for example.

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.

Please 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 electronic file by email in the first instance for checking.

We will request **one** signed paper copies of Form A when all has been checked and is correct.

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 (2025) and Country (Scotland)

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

Send electronic file by email in the first instance for checking.

We will request **one** signed paper copies of Form B when all has been checked and is correct.

PAGE C – LIST OF ACCEPTANCES

Enter your full name, distinction applied for, the year (2025) and Country (Scotland)

Enter all FIAP acceptances stating:

"Title of Work" The title of a particular image should be used consistently throughout.

"Salon" The name of the FIAP approved Salon/Exhibition. You can abbreviate to an extent.

e.g., Scottish Salon 2019 If acceptances gained in the same salon over different years add the year.

If acceptances gained in a circuit include Circuit name along with the Salon title

"Country" The Country in which the Salon took place.

"FIAP Number" Number of Salon with FIAP Patronage. E.g., 2016/140

"Award" Any award gained e.g., Prize, Medal, HM or a Diploma.

"Digital / Paper" Enter an "X" in the appropriate box to denote print or PDI.

Titles must be listed alphabetically.

Different works must be listed in **Title No.** column.

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

GENERAL NOTES ABOUT THIS SHEET.

You should check that Titles & Salons are listed consistently, and it is recommended you use the “**SORTS**” function between columns **A** to **I** to do this.

SUBMITTING YOUR APPLICATION

Please send electronic copies of all of the above forms via email in the first instance to the SPF FIAP Liaison Officer Libby Smith to SPFflo1@gmail.com

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

Once everything has been checked we will ask you to supply two signed paper copies of Pages A and B

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

Example: 950_Joe_Bloggs_Loch Ard.jpg

SUMMARY OF AFIAP DISTINCTION APPLICATION 2025

This form is to assist you and the SPF FIAP Liaison Officer when checking your application.

Send one electronic copy of your completed Summary sheet by email together with your electronic copies of forms A B and C.

COST OF APPLICATION

AFIAP = £75.00

Payment will be requested by PayPal once your application has been checked.

CHECK LIST TO SPF FIAP LIAISON OFFICER

- Ensure you have a FIAP Photographer's Card
- Ensure you have requested your FIAP Salon File from Libby and checked your Excel Sheet against it for accuracy.
- Completed electronic forms A, B, and C sent by email, or WeTransfer.
- Send one electronic copy of “Summary of AFIAP Distinction Application” by email, or WeTransfer.
- Send your Portfolio of submitted images via WeTransfer, please not by email.
- When requested - Send by post **one** paper copy of forms “A” and “B” (Sign form “B”) by 1st or 2nd Class mail.
- When Requested – Pay Application Fee 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

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

**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.

Issue No 020

Date: 1ST Feb 2025

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