



FIAP DISTINCTIONS SERVICE – PRACTICAL INFORMATION

The DB decided at their meeting of November 30th 2022 in Spain to delete the new rules published in the info 031/2021 and to activate the rules published in the info 011/2016 again starting January 1st 2024.

In the year 2023 no changes (no acceptances in prints and a discount on the distinction fee) the same rules as in the year 2022.

We remember the FIAP Liaison officers to follow the next procedure for sending the applications to fiapdistinctions@gmail.com. Also published in the FIAP News May 2021.

The FIAP Liaison Officers should place the files in 4 folders named as below, NOT in folders per applicant.

Folder Name	File Names	Folder Contents
Application Forms	Distinction sought + underscore + UN Code of the Federation (or ILFIAP number) + underscore + Given name + underscore + surname + .xls Example: EFIAPgold_056_Bart_Peeters.xls	Excel application forms
Submitted Photos	UN Code of the Federation (or ILFIAP number) + underscore + Given name + underscore + surname + underscore + Title of the work + .jpg Example: 056_Bart_Peeters_Sunrise Over Hill.jpg	JPG files of the photos being submitted to FIAP with the application
Scans A and B	UN Code of the Federation (or ILFIAP number) + underscore + Given name + underscore + surname + underscore + Dossier name + .jpg Example: 056_Bart_Peeters_Dossier A.jpg	Scans of the signed Dossier pages A and B from the application forms
Miscellaneous	UN Code of the Federation (or ILFIAP number) + underscore + Given name + underscore + surname + underscore + document name + .jpg (or pdf) Example: 056_Bart_Peeters_Drivers license.jpg	Scans of catalogue pages from old catalogues. Proof of residency in the country of lodgement for non-citizens.

The FIAP Liaison Officers must also add a letter to the application (put this letter in the folder "Miscellaneous") with the following :

- 1° List of the names of the applicants and the distinction sought
- 2° The name and the address to which the Distinctions certificates and pins are to be posted. (one single address)
- 3° If there are any issues with any of the applications, please also mention these in the letter.