



Procedure for the application and renewal of licenses

Valid as of October 1st, 2004

There are two types of applications :

1. Renewal of annual licenses
2. Application for new passports with annual licenses

From now on, annual licenses run from September 1st to August 31st of the following year. So as not to penalize EIF members during this transitional year, all licenses recorded since June 1st, 2004 will run until August 1st, 2005.

1. Renewal of annual licenses

- a. Every year, the regional officials receive the list of EIF members affiliated in their area in the form of a "renewal label/sticker" (pink heading). Each member seeking to renew his/her license must date and sign the label/sticker.
- b. The regional officials remove these signed *renewal stickers* and stick them onto a separate sheet that they send to the secretary of the EIF. They keep the base sheet (pink heading) for their records. As soon as he receives these stickers/labels, the secretary of the EIF registers the licenses and issues the "*license stamps*", which he then sends to the regional officers (form with blue heading).
- c. The regional officials collect the annual license fee (€ 14.-) and send each member his/her *license stamp*. This stamp now bears a personal number and it is non-transferable.
- d. The *license stamp* must be fixed onto a new card which is inserted into the passport. You must hold on to the old stamp card, which you simply slide under the new one.
- e. For their records, the regional officials keep the sheet with the license stamps (blue heading), on which only a duplicate of each stamp remains (grey color).
- f. The regional officials send the total amount received for the licenses allocated in their region to the national official, together with a list of the members concerned (or a photocopy of the sheet with the license stamps).
- g. The national officials then deposit the amount they have received onto their national bank account and periodically inform by e-mail the treasurer of the EIF of the payments they have made.
- h. In January, the national officials are obligated to send the treasurer of the EIF a copy of the end-of-year bank statement which will be used to prepare the federal accounts.

2. Application for new passports with annual licenses

- a. The application is done using the "License Application" form, which must be filled in full and legibly. The old questionnaire (with a reply address in Dardagny) is no longer valid. Each application must be signed by the applicant.
- b. The regional officials send all applications grouped together to the secretary of the EIF, who then registers the new members and draws up passports. (If you send in several applications, make sure you write the name of the applicant on the back of his/her picture!)
- d. The regional officials collect the fee for the annual license and for the passport (€ 28.-) from each applicant.
- e. The regional officials send the total amount received to the national official, together with a list of the concerned members (or a simple photocopy of the sheet with all the license stamps).
- f. The national officials deposit the amount received on their national bank account and periodically inform by e-mail the treasurer of the EIF of the payments they have made.

