

## APPLICATION INSTRUCTIONS

The Niki Charitable Art Foundation considers works submitted for review approximately twice a year. There may be a considerable lag before we are able to provide our response to your application.

In order to have a work reviewed by the Foundation, the legal owner of the work must complete his or her application by submitting all of the following:

1. A signed and completed copy of the Application Agreement covering the work to be considered. Please print clearly and include your address, phone and fax numbers, and e-mail address. If you wish to have more than one work considered, you must submit a separate application for each work.

2. A clear high-resolution digital image at minimum 300dpi, 20 x 25 cm / 8 x 10 in (digital file should not be less than 20 MB each). The work should be set against a seamless, contrasting background so that all the details are clearly visible. Soft or bouncing light should be used to minimize shadows. Three-dimensional works should be photographed facing forward at a slight angle. For three-dimensional works, please provide at least three separate views. Two-dimensional works should be removed from frames and mounting so that all edges of the paper and signature are clearly visible. The Niki Charitable Art Foundation does not accept photographs, Polaroids, 35mm slides, Xerox copies, digital enlargement or printout on store-bought photo paper. Images may not be altered digitally.

3. A clear high-resolution digital image of any signature, edition number, chop mark, foundry marking, and/or date appearing on the work. You MUST put your name, address and contact information on the back of each photo or on the sleeve of each transparency you submit.

4. Copies of all available provenance information and paperwork or records relating to the sale, gift or transfer for the work, together with any other information of relevance in your possession. Do NOT submit the actual work itself unless the Foundation specifically requests this. We cannot accept registration submissions or paperwork in person.

5. In the event a physical examination is required, the applicant needs to sign a separate "Examination Agreement" and submit it to the Foundation.

The Foundation will retain all submitted materials and the signed application for its records. The Foundation reserves the right to reproduce and to use in whole or in part any documentation submitted by you, subject to the maintenance of the confidentiality of your identity, in the event that a Catalogue Raisonné project is undertaken. Throughout its review process, the Foundation will maintain in strict confidence your identity as well as any other information provided by you and will not disclose your name or such information to any third party without your express written consent.

The Foundation cannot proceed with its consideration of your work until we have received one signed and completed copy of the enclosed application, for each work to be reviewed, executed by the current owner of the work, as well as corresponding images of the work. All materials must be submitted together in one packet. Your work will not be reviewed if documentation is submitted separately. Please do not contact us to confirm that we have received your submission. If you do not hear from us within three months from the time you submit your application, you may inquire to us either through our website [www.nikidesaintphalle.org](http://www.nikidesaintphalle.org) or via email [archives@nikidesaintphalle.org](mailto:archives@nikidesaintphalle.org)

Please forward all materials together in ONE package to:

NIKI CHARITABLE ART FOUNDATION  
9920 PROSPECT AVE., STE. 114  
SANTEE, CALIFORNIA 92071 USA  
ARCHIVES@NIKIDESAINTPHALLE.ORG

Thank you for your interest in the work of Niki de Saint Phalle.



NIKI CHARITABLE ART FOUNDATION



# Artwork Registration Form

Collector information			
NAME			
ADDRESS			
TELEPHONE		FAX	
EMAIL			

Work of art							
TITLE						DATE	
MEDIUM							
	<input type="radio"/> Sculpture	<input type="radio"/> Drawing	<input type="radio"/> Relief	<input type="radio"/> Print	<input type="radio"/> Painting	<input type="radio"/> Collage / Letter	
SIGNATURE / INSCRIPTION Position on work							
HEIGHT		WIDTH		DEPTH			
CONDITION / CONSERVATION NOTES							

Provenance (Please note "Private Collection" is not an acceptable response)	
NAME	DATE AND LOCATION ACQUIRED

EXHIBITION HISTORY	

LITERATURE	

I hereby certify that all submitted information are accurate and complete, and can be relied upon and that no information in regards to ownership, provenance, condition or other information about the work of art has been withheld. Upon submission to the Niki Charitable Art Foundation I transfer ownership of the image and its copyright, documents, and other information contained in this form to the Foundation for publication.

I understand that the Niki Charitable Art Foundation registers art work at its sole discretion and that any submission of the form does not guarantee the registration of the submitted work, and further does not in any way create a contract between the Foundation and me, the Collector, for the purpose of authentication or other related matters.

Collector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send or email **signed** form to:

NIKI CHARITABLE ART FOUNDATION  
 9920 PROSPECT AVE., STE. 114  
 SANTEE, CALIFORNIA 92071  
 USA  
 TEL 1.619.596.0100  
[ARCHIVES@NIKIDESAINTPHALLE.ORG](mailto:ARCHIVES@NIKIDESAINTPHALLE.ORG)

Guidelines for photography:

We accept digital images at **minimum 300dpi, 20 x 25 cm / 8 x 10 in** (digital file should not be less than 20 MB each). Please include the part of the mount featuring the artist's signature, if possible, or upload a closeup of the signature in addition. The work should be set against a seamless, contrasting background so that all the details are clearly visible. Soft or bouncing light should be used to minimize shadows. Three-dimensional works should be photographed facing forward at a slight angle. Two-dimensional works should be removed from frames and mounting so that all edges of the paper and signature are clearly visible.

The Niki Charitable Art Foundation **does not accept** photographs, Xerox copies, digital enlargement or printout on store-bought photo paper as medium.

Photographer's credit: \_\_\_\_\_