

17 February 2015

International Transfer Certificate Application for Minors

NB: All documents should be submitted as pdf scans. Photographs of documents are not acceptable to FIFA.

FIFA Document Category	FIFA Facts Required	Sufficient Documents
Documentation of academic education	<ul style="list-style-type: none"> Name of school Curriculum details / timetable Start date / duration 	<ul style="list-style-type: none"> Letter confirming enrolment; <i>and</i> Timetable <i>or</i> last school report indicating subjects. <i>NB: Offers of a place at a school are not sufficient.</i>
Employment contract – player's parents	<ul style="list-style-type: none"> Employer's name Employer's address/location Employee's full name Job title Employment start date Full-time/part-time 	<ul style="list-style-type: none"> Letter outlining the facts required on company letterhead; <i>or</i> Contract of employment (if you wish, you may black out remuneration); <i>or</i> Where self-employed, a copy of company registration and a signed cover note explaining this.
Parental authorisation/request	<ul style="list-style-type: none"> Parent's full name Player's full name Date of authorisation/request Authorisation 	<ul style="list-style-type: none"> A letter signed by at least one parent, which: <ul style="list-style-type: none"> authorises the child's application for an international transfer to an Australian football club; <i>and</i> declares that the family moved to Australia for non-football reasons.
Proof of identity and nationality – Player and Player's Parents	<ul style="list-style-type: none"> Full name Nationality Date of birth 	<ul style="list-style-type: none"> Scanned photo page of the Player's passport; <i>and</i> Scanned photo page of both Parent's passports.
Proof of residence – Player's parents	<ul style="list-style-type: none"> Residence start date (if rental) Address / location 	<ul style="list-style-type: none"> Rental agreement (where renting); <i>or</i> Utility bill (where renting or owning); <i>or</i> Current driver's licence or vehicle registration papers (this may be used as a last resort, and may be used where the family are living with a relative, or by some other rent free arrangement in a property they do not own).

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Request for approval of playing registration and international transfer certificate	<ul style="list-style-type: none">• Formal request• Circumstances• Date of the request	<ul style="list-style-type: none">• A letter from the requesting Club, on Club letterhead and signed by a representative of the Club, making a formal request for the player's ITC; <i>or</i>• A completed Request for International Clearance Form, signed by the Club (these are used by some Member Federations e.g. FNSW, FQ).
Work permit – player's parents	<ul style="list-style-type: none">• Country• Date of issue• Permit holder's full name• Terms of validity	<ul style="list-style-type: none">• Department of Immigration Visa Grant notice.

Dispensations:

Dispensation from providing all of the above documentation will be granted in the following circumstances, and in the following manner, only.

Where the parents are Australian or New Zealand citizens: the requirements relating to work permits *only* are waived.

Where the applicant player and their family are refugees: FFA accepts that aspects of this documentation will be impossible to provide. On this basis, in lieu of the documents listed under "Proof of Identity and Nationality" and "Work Permit", we will accept a copy of the family's *Document for Travel to Australia*, which is provided by the Department of Immigration and includes proof of a Subclass 200 Visa. In respect of the other categories of documentation, Clubs are advised to work with the Player's family and the relevant Member Federation in the first instance to compile as complete an application as possible.

Instructions for Clubs:

Clubs will have received this checklist from the relevant Member Federation where they seek to register:

- A child aged between 12 and 18, who is a foreign national, who is seeking to register with an Australian club, and this registration will be their first registration anywhere in the world;
or
- A child aged between 12 and 18, who is Australian or a foreign national, who is seeking to register with an Australian club and their previous registration was with an overseas club.

Any Clubs who have received this checklist from their Member Federation and compiled a *complete* application for a Minor International Transfer Certificate should send this documentation to their Member Federation as soon as possible.

Please note: if the minor is in Australia temporarily as a foreign exchange student, please speak with your Member Federation as a different FIFA process will apply.
