



GUIDE TO INTERNATIONAL TRANSFER CERTIFICATES

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1. WHAT IS AN INTERNATIONAL TRANSFER CERTIFICATE?

- 1.1 An International Transfer Certificate (**ITC**) is a certificate provided from one national association to another to facilitate the transfer of a player between countries.
- 1.2 The FIFA Regulations on the Status and Transfer of Players (**FIFA Regulations**) require all players to obtain an ITC where the immediately preceding registration was with a national association other than the national association in which the player is registering.
- 1.3 Further, Football Federation Australia's (**FFA**) National Registration Regulations (**NRRs**) prescribe various obligations in relation to the requirement for a player to have a valid ITC prior to registering and playing football in Australia.
- 1.4 FFA is responsible for ensuring that the FIFA Regulations and the NRRs are correctly applied within Australia.
- 1.5 In Australia, the only authorised body who can request an ITC for a player is FFA.
- 1.6 Typically, there are three types of ITCs for eleven-a-side football. There are ITCs for amateur adults, ITCs for professional players, and ITCs for minors, the details of which are set out in the following sections.
- 1.7 Failure to request and obtain an ITC in accordance with the NRRs and the FIFA Regulations may give rise to disciplinary sanctions being issued against FFA, the relevant Club and/or the player.

2. ITCs FOR AMATEUR ADULTS

- 2.1 An ITC will be required for a player aged 18 or over where that player's immediately previous football registration was overseas.
- 2.2 An ITC request is triggered during the Play Football self-registration process, which requires the player to respond truthfully to the following question:
Was Your Last Registration to an Affiliated Football (Soccer) Club in Australia?
- 2.3 If the player answers "*No – my last registration was overseas*" to this question, they will be prompted to respond truthfully to the following questions: their registration status switches to 'Pending ITC'.
 - (a) *What was the Country of Your Last Registration?*
 - (b) *Name of Your Previous Club?*
 - (c) *What was the Year of your Last Registration?*
- 2.4 The Player will then progress through to confirm their registration, upon which their status will switch to 'Pending ITC'. The player's data is then automatically sent to FFA so that they may request an ITC.
- 2.5 FFA will update Play Football with the date the ITC was requested from the player's former national association and change their status to ITC FFA Requested.
- 2.6 FFA cannot register a player unless and until: (a) the ITC is received; or (b) no response has been received from the National Association within 30 days from the date FFA sends the ITC request.

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- 2.7 As a guiding principle, Clubs should allow 35 days from the date the ITC is requested by the Player on Play Football. However, during peak periods this timeframe may vary.
- 2.8 If the player is transferring from the national association of one of the following countries, they (or the Club on the player's behalf) are advised send the Member Federation a scan of the player's **passport**:
- Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Indonesia, Italy, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain, Suriname, Uruguay or Venezuela.*
- Whilst it is not mandatory to provide a copy of the player's passport, it is strongly encouraged to assist in expediting the process.
- 2.9 If the player is transferring from the United States, the Club (on the player's behalf) are advised to send the Member Federation the following **additional details**:
- i. The name of the player's former club in the United States;
 - ii. The location of the player's former club in the United States – city and state; and
 - iii. The player's last state of residence in the United States.
- 2.10 Players should contact their Club regarding ITC-related queries. Players (and parents or representatives of players) **should not contact FFA directly** – this will only delay the process.
- 2.11 All Club enquiries should be directed to their relevant Member Federation. The details for each Member Federation are provided in item 8.1 of this Guide.

3. ITCs FOR PROFESSIONAL ADULTS WITH NPL CLUBS

- 3.1 There are a small number of professional adult players in Australia registered to a Member Federation Club. These Clubs ordinarily compete in the National Premier Leagues (**NPL**).
- 3.2 If a player, being a male or female player participating in eleven-a-side football, was previously registered with an overseas Club and the new Australian club wishes to register that player as a professional, the new Australian club will need to request that player's ITC via the FIFA Transfer Matching System (**TMS**).
- 3.3 This is done with guidance, in the first instance, from the relevant Member Federation, and later, by FFA. Please note that FFA provides training to Clubs prior to applying to FIFA TMS for access.
- 3.4 As prescribed by the FIFA Regulations, professional players may only transfer into Australia during a professional transfer window, of which there are two in any calendar year. There is only one exception to this rule: a professional whose previous professional contract has expired prior to the close of the last transfer window may be registered outside that transfer window. This is, of course, at all times subject to any additional NPL or Competition-specific registration periods.
- 3.5 The next **professional** transfer window **commences on 3 January 2019 and concludes on 31 January 2019**. This represents the only opportunity in which to obtain an ITC for professional male

and professional female players prior to the opening of the next professional transfer window designated by FFA pursuant to the FIFA Regulations.

- 3.6 The FIFA Regulations provide for real and significant sanctions for Clubs and national associations that do not comply with the obligation to use TMS. Should there be any queries, Clubs are encouraged to contact the relevant Member Federation as soon as practicable.
- 3.7 For more information on the transfer of professional players into Australia, please contact the relevant Member Federation in your region.

4. THE INTERNATIONAL CLEARANCE PROCESS FOR MINORS

- 4.1 Pursuant to the FIFA Regulations, the international clearance process applies to any minor player, being a player aged 10 to 18 years (**Minor**) seeking to register to play football in Australia at any level.
- 4.2 As a starting point, the FIFA Regulations provide: *International transfers of players are only permitted if the player is over the age of 18* (Art 19.1). This policy is intended to protect players under the age of 18 from potential exploitation.
- 4.3 The FIFA Regulations also apply to any Minor who is a foreign national (including refugees) seeking to register in Australia, irrespective of whether they were registered to play football in their previous country or not. The FIFA Regulations also capture any Australian Minors who are returning to Australia after having played abroad. Any such Minor seeking to register to play football will need to complete a Minor ITC Application.
- 4.4 Where a Minor was born in a country other than Australia and is **registering to play football for the first time**, the international clearance process will still need to be carried out. FFA is required to confirm that there is no record of registration of the player in their former country of residence and will still require supporting documents to request this information.
- 4.5 FFA is able to consider Minor ITC Applications for the transfer of Minors to amateur Australian Clubs who meet the FIFA exception in Art. 19.2(a) of the FIFA Regulations, being where the player's parents move to the country in which the new Club is located for reasons not linked to football.
- 4.6 For all other Minors (including exchange students, any child in Australia on refugee or protection visa, or Minors seeking to register with an Australian professional Club), FFA may be able to make an application on behalf of that Minor to the FIFA Players' Status Committee in Zurich. However, FFA is unable to make any guarantee as to the outcome of such an application. Please note that such applications can be very time consuming and require significant supporting documentation. Further, in FFA's experience, it is not unusual for FIFA to make a number of requests for further supporting documentation once the initial application is lodged.
- 4.7 Children aged under 10 do not require an ITC.
- 4.8 An individual player's footballing ability or nationality has no bearing on the ITC process.
- 4.9 There are six applications forms that address the specific requirements of each Minor ITC Application type. These forms must be fully completed and returned to the relevant Member Federation, together with all necessary documents supporting the application.

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- 4.10 To avoid delays, please ensure that:
- (a) only Member Federations send the Minor ITC Application Form and supporting documents to FFA; and
 - (b) the supporting documents provided are in accordance with the relevant enclosed checklists.
- 4.11 The below flowcharts will assist parents, Clubs and Member Federations to determine which application form to complete and which additional documentation is required to support a Minor ITC Application.

5. INTERNATIONAL FUTSAL TRANSFER CERTIFICATES

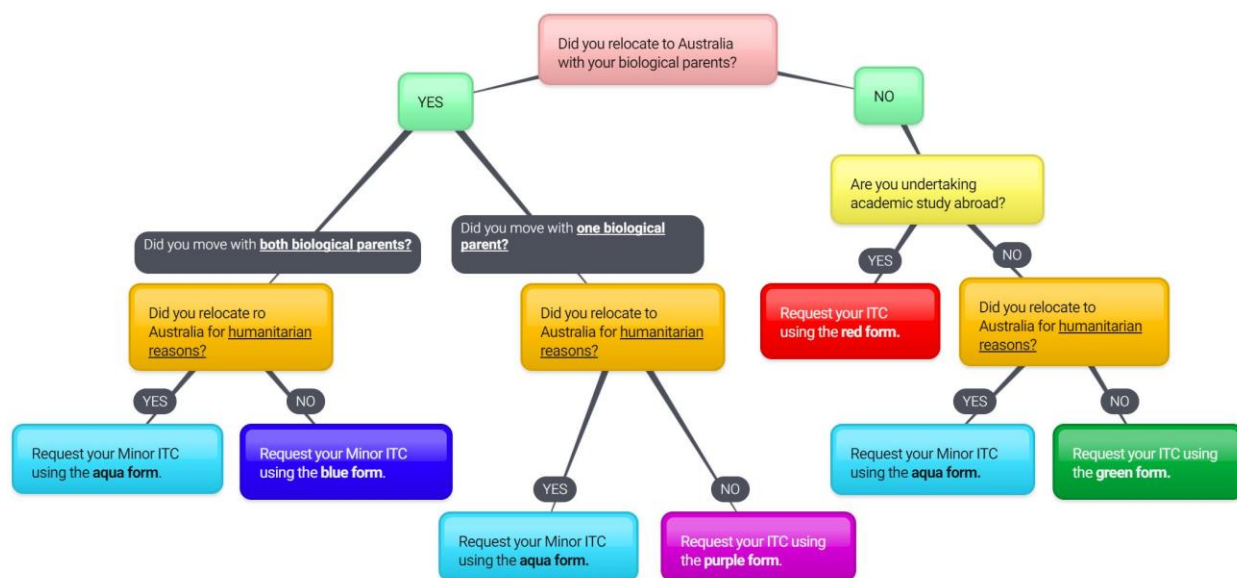
- 5.1 An International Futsal Transfer Certificate (**IFTC**) will be required where the player's immediately previous futsal registration was overseas, being on the territory of a national association other than FFA.
- 5.2 An IFTC is distinguishable from an ITC used in outdoor eleven-a-side football.
- 5.3 Given the relatively small number of futsal players in Australia deemed to be participating in official Futsal competitions, rather than social football, an IFTC will not be automatically triggered during the self-registration process. Should a Club wish to register a player whose immediately previous futsal registration was overseas, they should contact their relevant Member Federation in order to manually request an IFTC.
- 5.4 Aside from this, the administrative process for an IFTC shall operate in the same manner as an ITC.

6. FLOWCHART A



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7. FLOWCHART B



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8. WHERE TO SUBMIT MINOR ITC APPLICATION FORMS

8.1 For more information on the ITC process in your region, please contact your Member Federation.

Football Federation Northern Territory	tournaments@footballnt.com.au
Football Federation South Australia	itc@ffsa.com.au
Football West	info@footballwest.com.au
Football Federation Tasmania	info@footballfedtas.com.au and admin@footballfedtas.com.au
Capital Football	competitions@capitalfootball.com.au
Football NSW	itc@footballnsw.com.au
Football Federation Victoria	registrations@footballvictoria.com.au
Football Queensland	itc@footballqueensland.com.au
Northern NSW Football	mwand@northernnswfootball.com.au

9. FREQUENTLY ASKED QUESTIONS

9.1 *How long will the ITC process take?*

The length of time it will take for a player to obtain their ITC varies depending on which application process applies.

An outcome will be advised to the player's Member Federation either:

- (a) when the ITC is received from the former national association; **or**
- (b) 30 days from the date the ITC was requested from the former national association by FFA if no response is received from that former national association.

Where no response has been received from the former national association within 30 days of FFA's initial request, that player can register on a provisional basis. However, this period commences **only at the point at which FFA requests the ITC**. FFA will insert the date on which it requests the ITC from the relevant national association in Play Football.

Factors, which may increase the time it takes to receive your ITC, include:

- not having de-registered from your previous association or Club;
- any preliminary time required to complete and submit your Minor ITC Application through your Member Federation;
- not providing all necessary supporting documentation for a Minor ITC Application;
- providing incorrect or incomplete information about your playing history during the Play Football registration process;
- not providing your Member Federation with a copy of your passport or ID where requested;
- FFA processing time during peak registration periods; and
- if your application is required to be submitted to the FIFA Players' Status Committee in Switzerland, this can add up to 3 months to the process (applications where this is required include: Minors seeking to register with professional Clubs, exchange students, and refugees who have moved to Australia without their parents).

9.2 ***Is there anything I can do to expedite the process?***

We encourage all Players to ensure they have de-registered from their previous Club and association. Players must also ensure they have provided accurate information to their Club, relevant Member Federation and FFA about their overseas playing history.

In relation to Minors, we encourage parents, Clubs and Member Federations to carefully review this guide to ensure that all supporting documentation is received in the first instance.

9.3 ***What if I needed an ITC last year but didn't complete the registration properly, and have therefore been playing without one?***

In this scenario, you will need to contact your Member Federation and ensure that your ITC is requested. Compliance with the NRRs is a requirement of registering to play football in Australia, one aspect of which is the ITC process.

Clubs who field Players who require ITCs but who have not obtained them expose their Club and their teams to disciplinary sanctions (including loss of competition points and financial penalties).

9.4 ***If my last registration was with a US College, do I need an ITC?***

Some US College teams are affiliated to US Soccer, and some are not.

If you are a non-Australian player seeking to register in Australia and in Play Football you indicate that your last Club was a US College, **FFA will always request the ITC**. This is due to the fact that, prior to playing for the College (affiliated or not), your junior registrations will likely have been with an affiliated US Soccer Club.

If you are an Australian player seeking to register in Australia and in Play Football you indicate that your last Club was a US College, FFA will conduct a checking process to confirm whether or not an ITC is required.

In any event, you will need to provide your US College registration as your immediately previous overseas Club in the Play Football questionnaire.

9.5 ***Why is so much documentation required in a Minor ITC Application?***

The level of documentation required for a Minor ITC Application is set by FIFA. FFA is responsible for ensuring the FIFA Regulations are correctly applied within Australia, and that all Minors seeking their ITC meet FIFA's documentation standards.

Where a Minor application is required to be submitted to the FIFA Players' Status Committee in Switzerland, incomplete applications will be rejected.

FIFA have the ability to audit applications made to FFA for Minor ITCs, requiring an assessment of all of the supporting documentation submitted to FFA. It is pertinent that all supporting documentation is sent to FFA to ensure that FIFA's requirements in relation to Minor ITC Applications are adhered to.

9.6 ***What documentation is required where a Minor has moved to Australia with only one parent?***

It is not uncommon for a Minor to move to Australia for non-footballing reasons with one parent only. In this circumstance, please refer to the documentary requirements for the **Purple Form** applications.

Where a Minor has moved to Australia with one biological parent because that parent has married an Australian, irrespective of whether the parent's new Australian spouse has adopted the Minor, the documentation must still pertain to the biological parent.

9.7 ***Where can I find more information on ITCs?***

A current version of the FIFA *Regulations on the Status and Transfer of Players* can be found on the FIFA website at the following URL:

<http://www.fifa.com/about-fifa/official-documents/index.html>

Further information regarding the application of the FIFA *Regulations on the Status and Transfer of Players* to minor players is available at on the FIFA [website here](#).

9.8 ***I am concerned about my personal information. Does FFA have a privacy policy?***

A current version of FFA's *National Privacy Policy* can be found at www.ffa.com.au

MINOR ITC APPLICATION & DECLARATION FORM

To be completed by Player:

First name(s):		
Surname(s):		
Date of birth:	DD / MM / YYYY	
Birth Country:		
Nationality / nationalities:		
Country of last registration:	If first registration, please write: "First registration in any country".	
Club played for in that country:	If first registration, please write: N/A	
Player status in country of last registration – please circle one.	AMATEUR	PROFESSIONAL
Australian club with which you are seeking to register:		

To be completed by Parent:

- I declare that I, the undersigned, relocated to Australia with my child, _____, on the following date: _____ for the following reasons:

- I declare that I myself and my child relocated to Australia for reasons not linked to football.**
- I give permission for my child to register to play football with the following club should their international clearance be granted, and authorise this club to seek that clearance on my child's behalf:

- I consent to the collection, use and disclosure of this personal information for the purposes set out in FFA's privacy policy (available at www.ffa.com.au), including administering FFA's National Registration Regulations.

(Print Name)_____
(Signature)_____
(Place and date)

To be completed by the Applicant Club:

1. I make this declaration on behalf of the following club: _____
2. The applicant club requests the International Transfer Certificate of the following child: _____
3. The applicant club is: *(delete as appropriate)*
 - ☐ Purely amateur, and the child shall be registered as an amateur; **or**
 - ☐ Has professionally contracted senior players and, while the child shall be registered as an amateur, the child came to the club's attention in the following circumstances¹ _____

(Print Name/Title)

(Signature)

(Place and date)

To be completed by the Member Federation:

I declare that I, the undersigned, have reviewed all the relevant documents to be annexed to, and form part of, this application.

(Print Name/Title)

(Signature)

(Place and date)

¹ Where this is the case, Club must also provide this declaration in letter form, on club letterhead, signed and dated.

BLUE FORM

International move of both of the player's biological parents

Exception - Article 19 par. 2a FIFA Regulations

"The parents of the player moved for reasons not linked to football"

1. The player follows his/her parents due to the parent's employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Employment contract of player's parent or parents, if both are working
- ☐ Work permit of player's parent or parents, if both are working
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of both the player's parents
- ☐ Proof of residence of the player's parents

2. The player follows his/her parents for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Other documents corroborating the reason invoked
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of both the player's parents
- ☐ Proof of residence of the player's parents

PURPLE FORM

International move of one of the player's biological parents

Exception - Article 19 par. 2a FIFA Regulations

"The parents of the player moved for reasons not linked to football"

1. The parent not moving is still alive

A – The player follows his/her custody-holding parent that is moving to Australia due to employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Employment contract of player's parent
- ☐ Work permit of player's parent
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parents
- ☐ Documentation corroborating that the player's parent moving to or residing in Australia holds custody of the player

B – The player follows his/her custody-holding parent for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Other documentation corroborating the reason invoked
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parents
- ☐ Documentation corroborating that the player's parent moving to or residing in Australia holds custody of the player

2. The parent not moving is deceased

A – The player follows his/her parent that is moving to Australia due to employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Employment contract of player's parent
- ☐ Work permit of player's parent
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parent
- ☐ Death Certificate of the player's parent

B – The player follows his/her parent that is moving to Australia for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Other documentation corroborating the reason invoked
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parent
- ☐ Death Certificate of the player's parent

GREEN FORM

International move of none of the player's biological parents

**Exception - Article 19 par. 2a FIFA
Regulations**

*"The parents of the player moved for reasons
not linked to football"*

1. Both parents are still alive

A - The player resided with one parent and now moves to Australia to join the other parent holding his/her custody

A(i) – the player's custody-holding parent resides in Australia due to employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Employment contract of the player's parent
- ☐ Work permit of the player's parent
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parent
- ☐ Documentation corroborating that the player's parent moving to/residing in Australia holds custody of the player

A(ii) – the player's custody-holding parent resides in Australia for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Proof of birth of the player
- ☐ Other documentation corroborating the reason invoked
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parent
- ☐ Documentation corroborating that the player's parent moving to/residing in Australia holds custody of the player

A(iii) - the player's custody-holding parent always resided in Australia where the player is now moving

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent
- ☐ Proof of residence of the player's parent
- ☐ Request for approval of first registration or international transfer
- ☐ Documentation corroborating that the player's parent moving to/residing in Australia holds custody of the player
- ☐ *Statement of the new association explaining the specific circumstances (FFA to provide)*

B – the player has always resided with his/her parent(s) in their home country or the player is returning to his/her home country to live with his/her parent(s)

B(i) - the player was registered for a club abroad as an 'exchange student' and resided in that country without his/her parent(s)

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent(s)
- ☐ Proof of residence of the player's parent(s)
- ☐ Request for approval of first registration or international transfer
- ☐ *Statement of the new Association explaining the specific circumstances (FFA to provide)*

C – Parental authority taken away from the player's parents and awarded to a third person (legal guardian) by national authority

C(i) - the player follows his appointed legal guardian who moves to Australia due to employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)

- ☐ Employment contract of player's legal guardian
- ☐ Work permit of player's legal guardian
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Proof of custody (parental or authorised third party)

C(ii) - the player follows his appointed legal guardian who moves to Australia for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Other documents corroborating the reason invoked
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Proof of custody (parental or authorised third party)

C(iii) - the player joins his/her appointed legal guardian who already resides Australia

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player (*where player is a professional*)
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Request for approval of first registration or international transfer
- ☐ Proof of custody (parental or authorised third party)
- ☐ *Statement of the new Association explaining the specific circumstances (FFA to provide)*

2. Both player's parents are deceased:

A – Parental authority awarded to a third person (legal guardian) by national authority

A(i) - the player follows his appointed legal guardian that is moving to Australia for employment

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Employment contract of the player's legal guardian
- ☐ Work permit of the player's legal guardian
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Death certificate of the player's parent(s)
- ☐ Proof of custody (parental or authorised third party)

A(ii) - the player follows his/her appointed legal guardian that is moving to Australia for another reason not linked to football

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Other documents corroborating the reason invoked
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Death certificate of the player's parent(s)
- ☐ Proof of custody (parental or authorised third party)

A(iii) - the player moves internationally to join his/her legal guardian who already resides in the new country

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's legal guardian
- ☐ Proof of residence of the player's legal guardian
- ☐ Request for approval of first registration or international transfer
- ☐ Death certificate of the player's parent(s)
- ☐ Proof of custody (parental or authorised third party)
- ☐ *Statement of the new Association explaining the specific circumstances (FFA to provide)*

ORANGE FORM

*Player is **not** an Australian citizen and has lived continuously for the last five years in Australia prior to the request*

**Exception - Article 19 par. 3 and 4 FIFA
Regulations**

“Player is registering for the first time and has lived continuously for the last five years in the country of intended registration prior to this registration”

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of residence of the player

RED FORM

The player's new club is of purely amateur status (a club without a professional team and without legal, financial or de facto links to a professional club)

A – the duration of the player's academic study program and the duration of the player's envisaged registration is less than one year

B – the duration of the player's academic study abroad program is longer than a year, but the player is turning 18 in less than a year

C – the duration of the player's study abroad program is longer than a year, but there is less than a year of the program remaining

Exception – Exchange Student

“The player is an exchange student undertaking an academic program abroad, which is the primary reason for the international move”

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent(s)
- ☐ Documentation of exchange program
- ☐ Registration form for exchange program
- ☐ Confirmation of player's return home
- ☐ Documentation of academic education
- ☐ Confirmation of player's participation from academic institution in home country
- ☐ Documentation of accommodation/care
- ☐ Authorisation of host parents
- ☐ Authorisation of biological parents / legal guardian / custody holder

AQUA FORM

The player is moving to Australia and cannot be expected to return to his/her country of origin given that his/her life or freedom would be threatened on account of race, religion, nationality, membership of a particular social group or political opinion.

Exception – Refugee Player

“The player is moving for humanitarian reasons”

1. Unaccompanied refugee – i.e. player is moving without his/her parents/legal guardian

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of refugee status of the player
- ☐ Proof of custody
- ☐ Authorisation of biological parents / legal guardian / custody holder
- ☐ Parental situation
- ☐ *Status of player with former club (FFA to provide)*

2. Accompanied refugee – i.e. the player is moving with his/her parents/legal guardian

Documentation to be submitted:

- ☐ Documentation of academic education
- ☐ Employment contract and work permit of player where player is a professional
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of identity and nationality of the player's parent(s)
- ☐ Proof of refugee status of the player's parent(s)
- ☐ Proof of residence of the player's parent(s)

EXPLANATORY NOTES

This document has been created to assist you in selecting the correct documents in support of any application made using one of the prescribed forms. The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list.

*These notes also include a list of the **pertinent facts, which must** be addressed in the documents selected in support of the application.*

FIFA Document Category	FIFA Facts Required	Commonly Submitted 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 [N.B. Offers of a place at a school are not sufficient]; or Timetable or last school report indicating subjects.
Employment contract (between player and club) - player, where the player is a professional	<ul style="list-style-type: none"> Start and end date Remuneration Signatures Annexes 	
Employment contract – player's parent(s) / guardian	<ul style="list-style-type: none"> Employer's name Employer's address/location Employee's full name Brief job description/job title Employment start date Terms of validity 	<ul style="list-style-type: none"> Letter outlining the facts required on company letterhead; or Contract of employment (if you wish, you may black out remuneration); or Where self-employed, a copy of company registration and a signed cover note explaining this.
Work permit of player's parent(s) / legal guardian (as applicable)	<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. <p><i>N.B. This is not required for a biological parent(s) that are Australian or New Zealand citizens.</i></p>
Proof of birth	<ul style="list-style-type: none"> Player's full name Date of birth Place of birth Parent(s) full names 	<ul style="list-style-type: none"> Birth certificate; or Letter from hospital/place of birth/GP setting out pertinent facts.

Proof of identity and nationality	<ul style="list-style-type: none"> • Full name • Nationality • Date of birth 	<ul style="list-style-type: none"> • Passport; or • Government issued identity card/document.
Proof of residence – Player's parent(s) / guardian	<ul style="list-style-type: none"> • Date/timeframe of residence start date • Address/location 	<ul style="list-style-type: none"> • Rental agreement (where renting); or • Correspondence from Solicitor/Conveyancer confirming date of settlement for the purchase (where home owned); or • Letter from home owner stating the year/timeframe they have resided at their home and a copy of current Council Rates Notice/current utility bill.
Request for approval of first registration or international transfer	<ul style="list-style-type: none"> • Signature of the player(s) parent/s • Signature of a representative of the applicant club • Signature of a representative of the member federation 	<ul style="list-style-type: none"> • Minor ITC Application & Declaration form.
Other documents corroborating the reason invoked		<ul style="list-style-type: none"> • Letter from the player's parent(s) explaining the circumstances for the move to Australia, signed and dated; or • Any formal documentation supporting the reason invoked e.g. parent's enrolment into University or Trade, etc.
Document corroborating that the player's parent moving to or residing in Australia holds custody of the player	<ul style="list-style-type: none"> • Parent(s) full names • Player's full name • Authorisation 	<ul style="list-style-type: none"> • Divorce decree/correspondence confirming divorce of parent(s) (if applicable); or • A copy of the decision of the competent national authority regarding the current legal custody of the minor player; or • Letter from the non-moving parent allowing the player to reside in Australia with the custody-holding parent; or • Letter signed by both parent(s) explaining the custody arrangement of the minor player.
Death certificate of the player's deceased parent		<ul style="list-style-type: none"> • Copy of death certificate; or • Letter from GP/hospital/social service or care provider confirming date or year of death of the deceased parent; or • Any formally issued documentation acknowledging death of the deceased parent.

Proof of custody (parental or authorised third party)	<ul style="list-style-type: none"> • Full name of authorised legal guardian • Full name of the minor player • Full name of the player's parent(s) • Any relevant dates 	<ul style="list-style-type: none"> • Copy of the decision or any formal documentation verifying the custody of the minor player.
Documentation of exchange program	<ul style="list-style-type: none"> • Player's name • Purpose • Funding • Duration (start and end dates) 	<ul style="list-style-type: none"> • Official information about the exchange program provided by the organisers of the exchange program
Registration form for exchange program	<ul style="list-style-type: none"> • Signature of the player; and/or • Signature of the player's parent(s) / authorised legal guardian 	<ul style="list-style-type: none"> • A copy of the registration form for the relevant exchange program.
Confirmation of player's return home	<ul style="list-style-type: none"> • Signature/letterhead of the organisers of the exchange program; or • Signature of the player's parent(s) • Date of return to home country 	<ul style="list-style-type: none"> • A letter issued and/or signed by the organisers of the exchange program; or • A letter signed by the player's parent(s).
Documentation of academic education (specific to exchange students)	<ul style="list-style-type: none"> • Signature/letterhead of the host school; and • Detailed timetable; and • Envisaged dates of enrolment (if available). 	<ul style="list-style-type: none"> • A letter/document issued and signed by the player's school/college in his/her host country.
Confirmation of the player's participation from academic institution in home country	<ul style="list-style-type: none"> • Signature/letterhead of the home school 	<ul style="list-style-type: none"> • A letter/document issued and signed by the player's school/college in their home country of the player's participation in the relevant exchange program.

Documentation of accommodation / care	<ul style="list-style-type: none"> • Host parent's full name(s) and address • Player's full name • Relationship between host and player • Date and signature(s) of organisers of the exchange program, host parent(s) or biological parent(s). 	<ul style="list-style-type: none"> • A letter or document issued by the organisers of the exchange program, host parent(s) or biological parent(s) confirming the details of the supervision/accommodation/care of the player during the term of the exchange program; and • Proof of address of host parent(s) e.g. drivers license or utility bill.
Authorisation of host parent(s)	<ul style="list-style-type: none"> • Parent's full names • Player's full name • Date and signature(s) of host parent(s) • Name of club 	<ul style="list-style-type: none"> • A letter by the player's host parent(s) giving their consent to the player's registration for the club in Australia.
Authorisation of biological parents / legal guardian / custody holder	<ul style="list-style-type: none"> • Parent's/legal guardian's/custody holder's full name(s) • Player's full name • Date and signature(s) • Name of club 	<ul style="list-style-type: none"> • A letter/written declaration by the player's parent(s)/legal guardian(s)/custody holder(s), authorising the player's registration for the club in Australia.
Proof of refugee status of the player or the player's parent(s)		<ul style="list-style-type: none"> • A copy of the decision by the Australian government that grants the player/player's parent(s) the status of refugee or protected person; or • An official document from the Australian government confirming that the player/player's parent(s) have been admitted to the procedure for being granted the right of asylum; and • A copy of the player's/player's parent(s)'s temporary residence permit/proof of residence in Australia.
Parental situation		<ul style="list-style-type: none"> • A written declaration regarding the current situation and whereabouts of the player's parent(s). This document can be provided by either: the player, Football Federation Australia, or any other pertinent authority/entity.