

# PLAY FOOTBALL ITC PROCESS 2019

## PLAYERS 18 AND OVER

This document should be read in addition to the GUIDE TO INTERNATIONAL TRANSFER CERTIFICATES found on our website.

This is the question that all players will be required to answer:

**International Transfer Certificate**

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

Select ▼

Select

Yes

No - my last registration was overseas

I have never registered to play Football before

If any mistakes are made and they do not require an ITC – see FAQ’s at the end of this Guide.

These are the further questions that follow if the player selects “ No – my last registration was overseas “

**International Transfer Certificate**

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

No - my last registration was overseas ▼

What Was the Country of Your Last Registration?\*

Select... ▼

Name of Your Previous Club?\*

What Was the Year of Your Last Registration?\*

Select... ▼

PLEASE NOTE THAT IF THEY WERE NOT ACTUALLY REGISTERED FOR A CLUB OR ASSOCIATION THEY WILL NOT REQUIRE AN ITC. IF YOU ARE IN ANY DOUBT THEN ALWAYS REQUEST THE ITC.

There is no longer a requirement for the Club to Request the ITC – it is automatic.

However see below for EXTRA information that may be required.

If the player is transferring from these countries, you are required to send FQ a CLEAR COLOUR SCAN of the player’s passport:

**Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Italy, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain, Suriname, Uruguay or Venezuela.**


If the player is transferring from the United States, you are required to send to FQ 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**



If you want to see who in your Club requires Clearance, go to Registration/Registration Management and select the Registration Status “Require Clearance” and Display Registrations:

The screenshot shows a web interface for registration management. At the top, there are two date pickers labeled 'From' and 'To'. Below these are several filter tabs: 'Registration Status', 'Registration Sub Status', 'Registration Mode', 'Registration Type', and 'Settlement Type'. The 'Registration Status' dropdown menu is open, showing a list of options: 'Require Clearance', 'All', 'Active', 'Pending', 'De-registered', 'Declined', 'Suspended', 'Cancelled', and 'Require Clearance'. The bottom 'Require Clearance' option is highlighted with a red rectangular box.

The ITC records will show as a Yellow Dot

<input type="checkbox"/>	REG DATE	STATUS	ENTITY NAME
<input type="checkbox"/>	31/01/2019		Robina City Socc
<input type="checkbox"/>	31/01/2019	<input type="text" value="Require Clearance"/>	Robina City Socc

You select the record by clicking on the 


FOOTBALL TYPE	COMP LEVEL	SUB STATUS		
Club Football	Community	ITC		

This takes you to the Person Edit Record and you need to select Workflows and ITC


CRM Activity **Workflows**


**ITC** WWC

ITC Status

 Date ITC Requested

ITC Application Number 5614

What Was the Country of Your Last Registration?\*  

Name of Your Previous Club?\*  

What Was the Year of Your Last Registration?\*

The date that FFA requested the ITC will be populated regularly, so please keep an eye on this field, rather than calling FQ.

If any of these fields are NOT complete you are required to send the information to FQ.

### **Update on approval process**

FFA will update the profiles of these players once they have received their approvals or have been made provisional as Member Federations do not have the access to change this.

FQ will notify you by email of the clearance and will attached a copy of the ITC where applicable.

The email you must use is [itc@footballqueensland.com.au](mailto:itc@footballqueensland.com.au)

### **FAQ'S**

1. Player answered the ITC question incorrectly and DOES NOT require an ITC
  - a. Please email FQ with full details of the player and the reason why they do not require the clearance. These errors are only able to be changed by FFA and this may take a few days.
  
2. Player answered the ITC question incorrectly and DOES require an ITC
  - a. Decline the registration and ask the player to re-register.
  
3. Why does it take so long?
  - a. During peak registration periods ( January – March ) there will be delays but generally you should allow 35 days from the date the ITC was requested.