FOOTBALL NSW

GUIDE TO ITC & IFTC

International Transfer Certificate (ITC)

International Futsal Transfer Certificate (IFTC)

WHAT IS AN ITC/IFTC?

An International Transfer Certificate (ITC) & International Futsal Transfer Certificate (IFTC) is a clearance required between national football association to facilitate the transfer of a player

WHY IS AN ITC REQUIRED?

FIFA have created the ITC/IFTC process to ensure the safeguarding of all football players across the world especially players under the age of 18

WHO NEEDS AN ITC/IFTC?

There are 2 scenarios where a player (10 years old or older) requires an ITC

- Non-Australian citizen playing in Australia for the first time and/or
- Last registration was to a non-Australian football club

An IFTC is only needed when:

- Last Futsal registration was to a non-Australian club

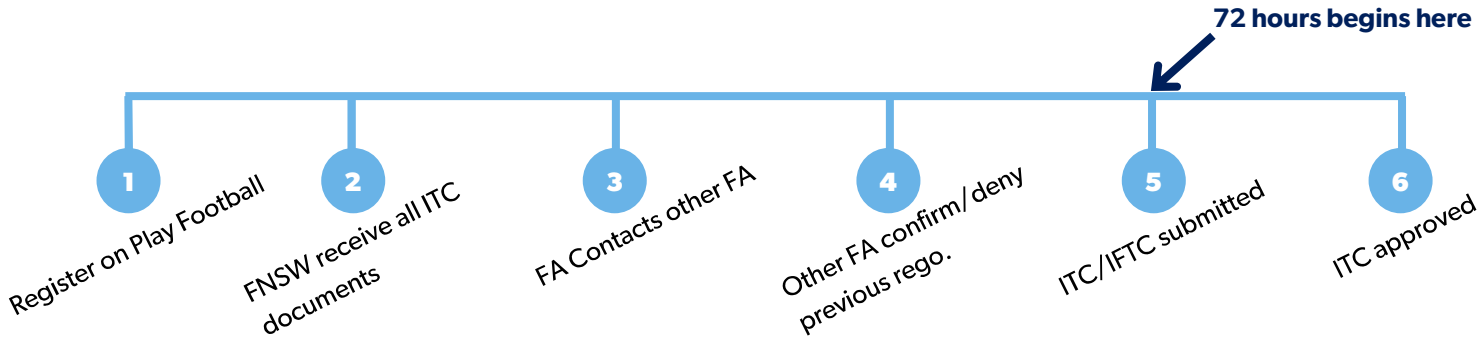
HOW LONG DOES AN ITC/IFTC TAKE TO GET AN ITC APPROVED?

Times will vary case by case, but normally ITC approvals can take **2-3** weeks once we receive all the documents

ITC's may be delayed due to a few different factors, for example:

- Increase number of ITCs during the peak registration period (January until April)
- Waiting for response from the other national Football Association
- (MINORS ONLY) ITC may be sent to the Player's status committee in Zurich for review by FIFA

FA can issue a provisional ITC 72 hours **after** the ITC application has been submitted, as shown in the timeline below



CAN I GET AN EXEMPTION FROM AN ITC/IFTC?

Unfortunately, no, FIFA do not allow any exemption in the ITC/IFTC process

DO I NEED AN ITC/IFTC TO PLAY FOR AN AMATEUR FOOTBALL CLUB?

Yes - FIFA require all players that require an ITC/IFTC, have it cleared before playing regardless of level they are playing

HOW & WHERE DO I SEND ALL THE DOCUMENTS?

All documents need to be sent to ITC@footballnsw.com.au (in PDF or .JPEG file) & FIFA will only accept documents in English, Spanish, Italian, French or German

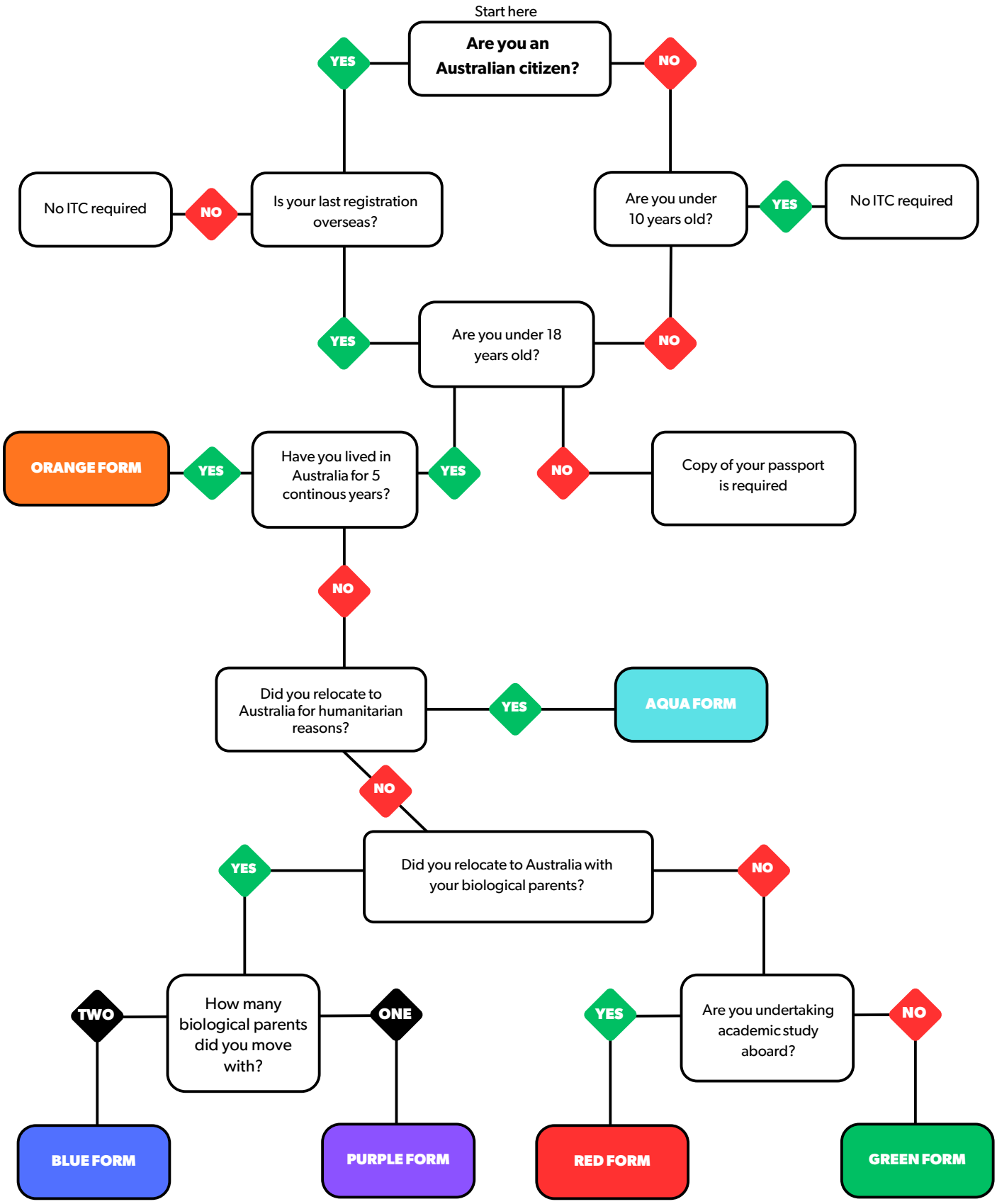
WHAT DOCUMENTS ARE REQUIRED FOR MY ITC/IFTC?

ITC & IFTC are split into 2 categories:

Adults - a copy of your passport
Minors - List of documents are determined by ITC colour chart (please see next page)

Note: You will be classified as an Adult if you turn 18 years old on or both the date of registration

ITC FLOWCHART



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:

1. I declare that I, the undersigned, relocated to Australia with my child,_____, on the following date:_____for the following reasons:

   _____

2. **I declare that I myself and my child relocated to Australia for reasons not linked to football.**

3. 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:

   _____

4. I consent to the collection, use and disclosure of this personal information for the purposes set out in FA's privacy policy (available at www.footballaustralia.com.au), including administering FA's National Registration, Status and Transfer 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)**

Below to be completed by *FOOTBALL NSW*:

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.

ORANGE FORM

Player is <u>not</u> an Australian citizen and has lived continuously for at least last five years in Australia.

DOCUMENTS REQUIRED:

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

Must be able to show that the player has lived in Australia continuously for at least five years. *For example - 5 years of school reports or 5 years of Tenancy agreements*

BLUE FORM

Parents of the player moved to Australia for non-footballing reason.

DOCUMENTS REQUIRED:

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

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

2. The player follows his/her parents for another non-football reason

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

PURPLE FORM

Parents of the player moved to Australia for non-footballing reason.

DOCUMENTS REQUIRED:

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 of academic education
- [ ] Proof of birth of the player
- [ ] Proof of identity and nationality of the player
- [ ] Proof of residence of the player
- [ ] Proof of identity and nationality of player's parents
- [ ] Work permit of the player's parent or parents
- [ ] Employment contract of player's parents
- [ ] Documentation showing that his/her parent in Australia has custody of the player
- [ ] Employment contract and work permit of player (where player is professional)

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

- [ ] Documentation of academic education
- [ ] Proof of birth of the player
- [ ] Proof of identity and nationality of the player
- [ ] Proof of residence of the player
- [ ] Proof of identity and nationality of player's parents
- [ ] Other documents corroborating the reason invoked
- [ ] Documentation showing that his/her parent in Australia has custody of the player
- [ ] Employment contract and work permit of player (where player is professional)

PURPLE FORM

Parents of the player moved to Australia for non-footballing reason.

DOCUMENTS REQUIRED:

2. *The parent <u>not</u> moving is <u>deceased</u>*

A. The player follows his/her parent that is moving to Australia due to <u>employment</u>

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

B. the player follows his/her parent for another reason not linked to football

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

GREEN FORM

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

DOCUMENTS REQUIRED:

1. *Both parents are still alive*

A. The player resided with one parent & now moved to Australia to join the other custody holding parent

(i). The player follows his/her custody holding parent due to employment

- ☐ Documentation of academic education
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of residence of the player
- ☐ Proof of identity and nationality of player's parents
- ☐ Work permit of the player's parent or parents
- ☐ Employment contract of player's parents
- ☐ Documentation showing that his/her parent in Australia has custody of the player
- ☐ Employment contract and work permit of player **(where player is professional)**

(ii). The player follows his/her custody holding parent for another reason not linked to football

- ☐ Documentation of academic education
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of residence of the player
- ☐ Proof of identity and nationality of player's parents
- ☐ Other documents corroborating the reason invoked
- ☐ Documentation showing that his/her parent in Australia has custody of the player
- ☐ Employment contract and work permit of player **(where player is professional)**

GREEN FORM

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

DOCUMENTS REQUIRED:

1. *Both parents are still alive*

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

- ☐ Documentation of academic education
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of residence of the player
- ☐ Proof of identity and nationality of player's parents
- ☐ Work permit of the player's parent or parents
- ☐ Documentation showing that his/her parent in Australia has custody of the player
- ☐ Request for approval of first registration or international transfer
- ☐ Employment contract and work permit of player **(where player is professional)**
- ☐ Statement of the new Association explaining the specific circumstances **(FA to provide)**

B. the player has always resided with his/her parent in their home country of the player is his/her home country to live with his parents

(i). The player was registered for a club abroad as an exchange student & resided in that country without his/her parent(s)

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

GREEN FORM

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

DOCUMENTS REQUIRED:

1. *Both parents are still alive*

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

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

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

(ii). the player follows his appointed legal guardian who moves to Australia for another reason not linked to Football

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

GREEN FORM

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

DOCUMENTS REQUIRED:

1. Both parents are still alive

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

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

GREEN FORM

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

DOCUMENTS REQUIRED:

2. Both parents are deceased

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

(i). The player follows his/her appointed legal guardian to Australia due to employment

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

(ii). The player follows his/her appointed legal guardian to Australia for another reason not linked to football

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

GREEN FORM

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

DOCUMENTS REQUIRED:

2. *Both parents are deceased*

(iii). the player moves internationally to join his/her legal guardian who already resides in Australia

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

RED FORM

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

This is only allowed for players registering for purely amateur Football clubs

DOCUMENTS REQUIRED:

- [ ] Documentation of academic education
- [ ] Proof of birth of the player
- [ ] Proof of identity and nationality of the player
- [ ] Proof of identify and nationality of the players's parents
- [ ] 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
- [ ] Status of new club and duration of registration
- [ ] Authorisation of host parents
- [ ] Authorisation of biological parents/legal guardian/custody holder

AQUA FORM

The player is moving for humanitarian reasons.

DOCUMENTS REQUIRED:

1. Unaccompanied refugee - Player is moving without his/her parents/legal guardian

- ☐ Documentation of academic education
- ☐ 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 new club
- ☐ Employment contract and work permit of player **(where player is professional)**
- ☐ Status of player with former club **(FA to provide)**

2. The player follows his/her parents for another non-football reason

- ☐ Documentation of academic education
- ☐ Proof of birth of the player
- ☐ Proof of identity and nationality of the player
- ☐ Proof of residence of the player
- ☐ Proof of refugee status of both player & parent(s)
- ☐ Proof of identity and nationality of both player's parents
- ☐ Status of new club
- ☐ Employment contract and work permit of player **(where player is professional)**

EXPLANATORY NOTES

The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list.

FIFA Document Category	FIFA Facts Required	Commonly Submitted Documents
Documentation of academic education	• Name of school • Curriculum details/timetable • Start date/duration	• Letter/email from school confirming the registration • School timetable
Professional player contract	• Start & end date • Remuneration • Signatures • Annexes	
Employment contract (Parent(s) or Guardian)	• Employer's name • Employer's Address/location • Employee's full name • Brief job description/job title • Employment start date • Terms of validity	• Employment contract • Letter from employee (must include company letterhead) • Where self-employed, a copy of company registration and a signed cover note explaining this
Work permit (Parent(s) or Guardian)	• Country • Date of issue • Permit holder's full name • Terms of validity	• Immigration visa grant notice
Proof of birth	• Player's full name • Date of birth • Place of birth • Parent(s) full name	• Birth certificate • Letter from hospital setting out pertinent facts
Proof of identity and nationality	• Full name • Nationality • Date of birth	• Passport • Government issued identity card/documents

EXPLANATORY NOTES

The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list (only required 1 document per category).

FIFA Document Category	FIFA Facts Required	Commonly Submitted Documents
Proof of residence (Parent(s) or Guardian)	• Address/Location	• Rental Agreement • Utility bill
Other documents corroborating the reason invoked	• Letter/email from parent(s)/guardian explaining the circumstances for the move to Australia, signed and date • Any formal documentiation supporting the reason invoked e.g. University or Tafe enrollment	
Documentation of custody	• Parent(s) full names • Player's full name • Authorisation	• Divorce decree/documentation confirming who has custody • a copy of decision of the competent national authority regarding legal custody of the player • Letter from non-moving parent allowing player to reside in Aus. with custody holding parent
Death certificate of player's deceased parent	• Copy of the death certificate • Letter from GP/hospital confirming date or year of death of the deceased parent	
Documentation of exchange program	• Player's full name • Purpose • Funding • Duration (Start & end date)	• Official information about the exchange program

EXPLANATORY NOTES

The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list

FIFA Document Category	FIFA Facts Required	Commonly Submitted Documents
Registration form for exchange program	• Signature of the player and/or • signature of the player's parent(s)/guardian	• a copy of the registration form for the relevant exchange program
Confirmation of the player's return home	• Signature/letterhead of the organisers of the exchange program • Signature of the player's parent(s) • Date of return to home country	• a letter issued and/or signed by the organisers of the exchange program • a letter signed by the player's parent(s)
Documentation of academic education (Exchange students)	• Signature/letterhead of the host school • Detailed timetable • Envisaged dates of enrolment	• a letter/document issued and signed by the player's school/college in Australia
Confirmation of the player's participation from academic institution in home country	• Signature/letterhead of the home school	• a letter/documents by school from home country confirming that the player's participation in the exchange program
Documentation of accommodation/care	• Host parent's full name(s) • Player's full name • Date and signature(s) of organisers of the exchange program, host parent(s) or biological parent(s)	• A letter or documents issued by the exchange program, host parent(s) or biological parent(s) confirming the details of accommodation/care • Proof of address of host parent(s) - driver's license or utility bill

EXPLANATORY NOTES

The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list.

FIFA Document Category	FIFA Facts Required	Commonly Submitted Documents
Status of new club & duration of registration	• Signed and dated • Provided on the club's letterhead	• Examples can be provided by Football NSW
Authorisation of host parent(s)	• Parent's full name(s) • Player's full name • Date and signature of host parent(s) • Name of club	• a letter/email by the parent's host parent(s) giving their consent to the player's registration for the club in Australia
Authorisation of biological parent(s)/guardian	• Parent/guardian's full name(s) • Player's full name • Date and signature of host parent(s) • Name of club	• a letter/email by the parent's biological parent(s)/guardian giving their consent to the player's registration for the club in Australia
Proof of refugee status of player and/or player's parent(s)	• IMMI-cards • Official documents from the Australian government confirming their refugee status	
Parental situation	• A written declaration regarding the current situation and whereabouts of the player's parent(s)	
Status of new club	• Signed and dated • Provided on the club's letterhead	• Examples can be provided by Football NSW

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