How do I search and request a clearance by organisation?

25/09/2025 3:30 pm AEST

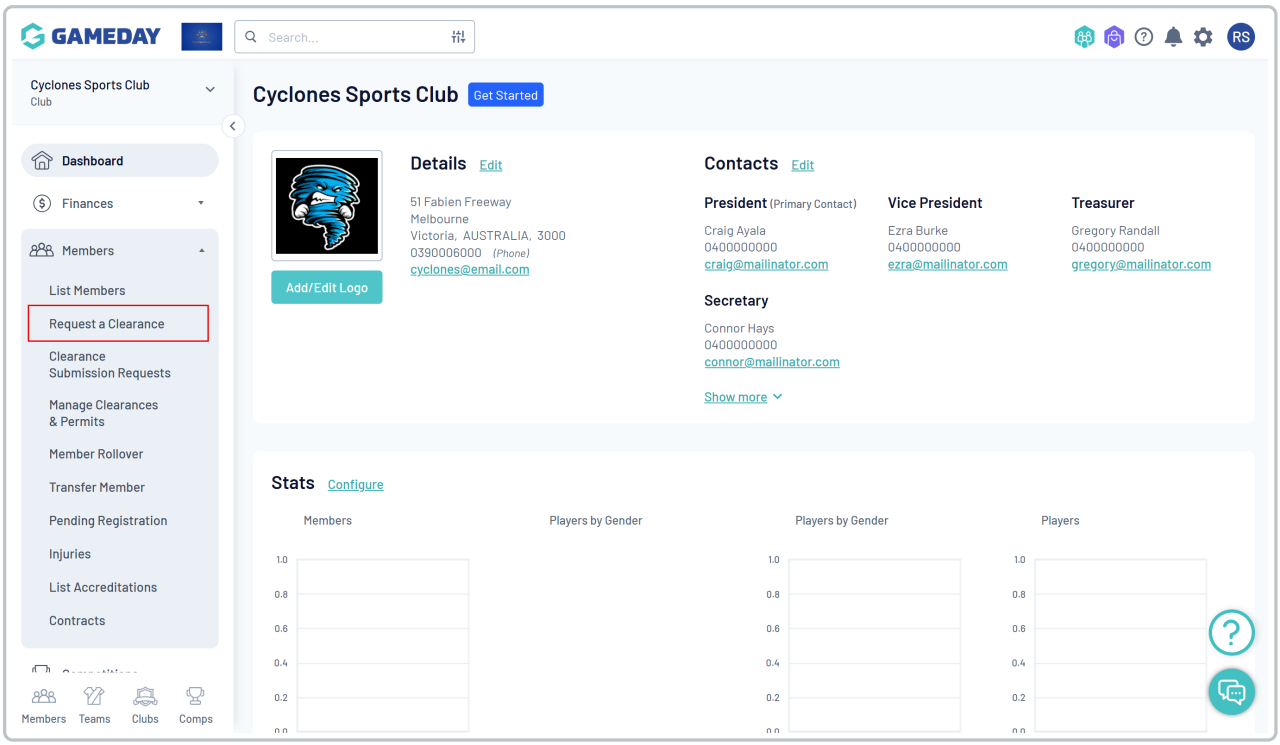
Overview

As a Club administrator in Passport, you can request to clear a member from another club into your own club directly through your database. This guide will walk you through how to search for the member you wish to clear based on the hierarchy of organisation's available across your sport.

Step-by-Step

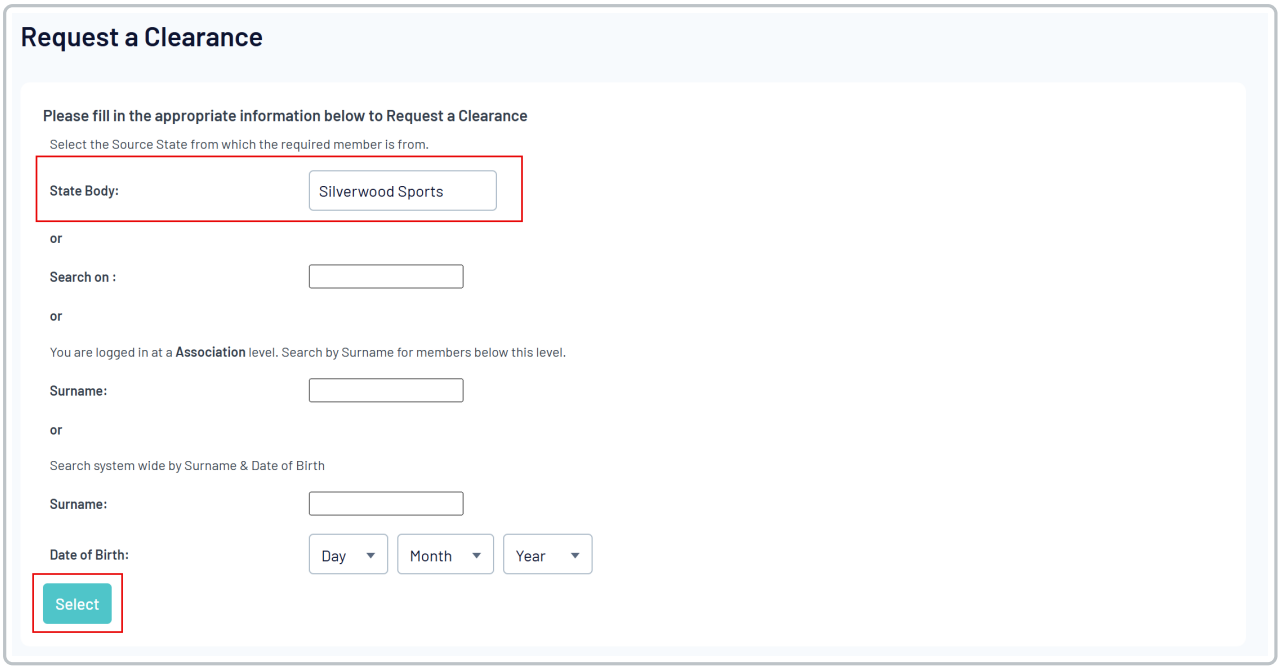
Step 1: From your Club database, open the Clearance Request screen

Navigate to your club menu, click on the dropdown arrow next to **Members**, and choose **REQUEST A CLEARANCE**



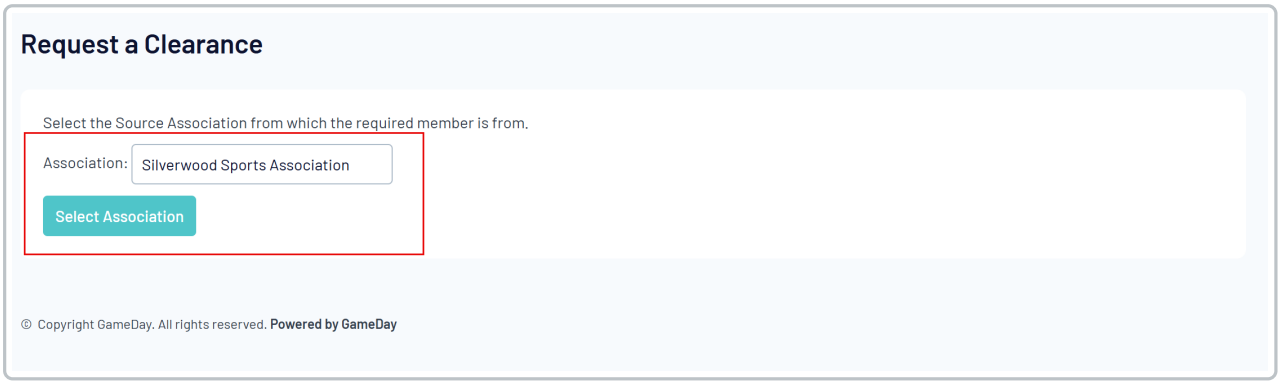
Step 2: Select the Source

From the **Select a Source State** dropdown list on the 'Request a Clearance' screen, select the source state the player is currently associated with. Leave all other fields blank and hit **SELECT**



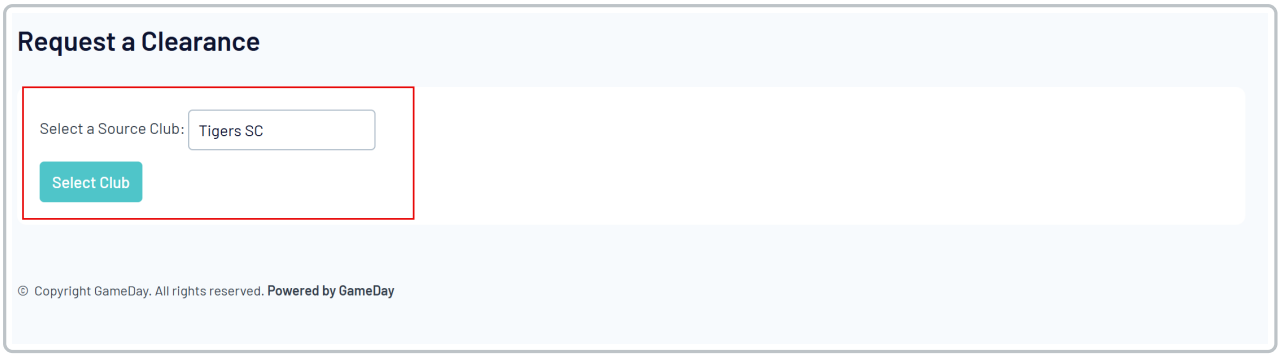
Step 3: Select the Association

The next step prompts you to choose the source association the player belongs to. Click on the**Select a Source Association** dropdown list and make your selection, then click **SELECT ASSOCIATION**



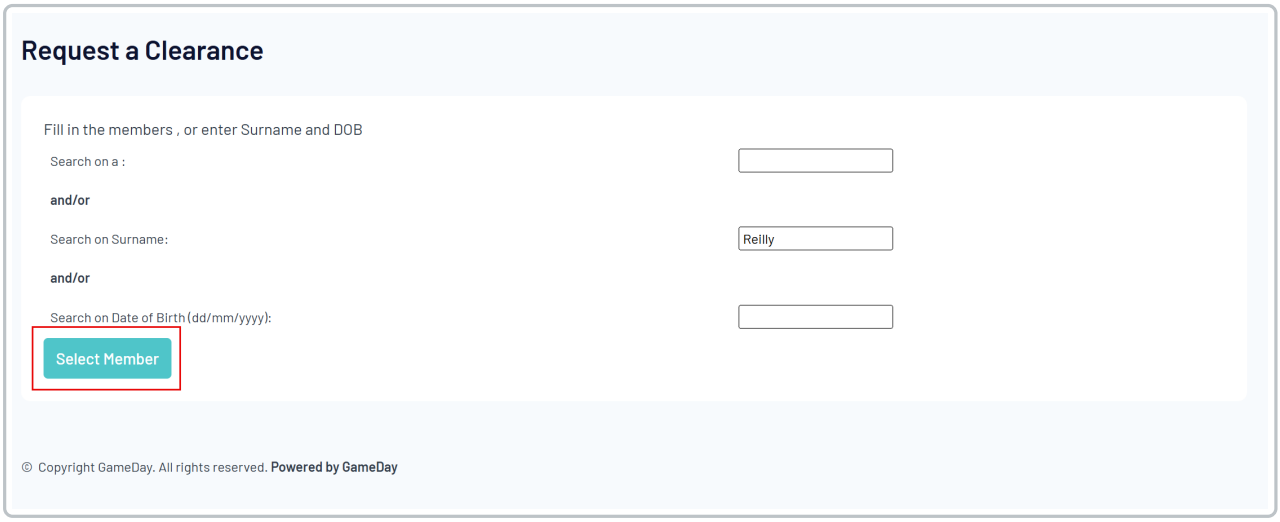
Step 4: Select the Club

Next, you'll be asked to identify the source club the player is with. Click on the **Select a Source Club** dropdown list and pick the appropriate club, then click **SELECT CLUB**

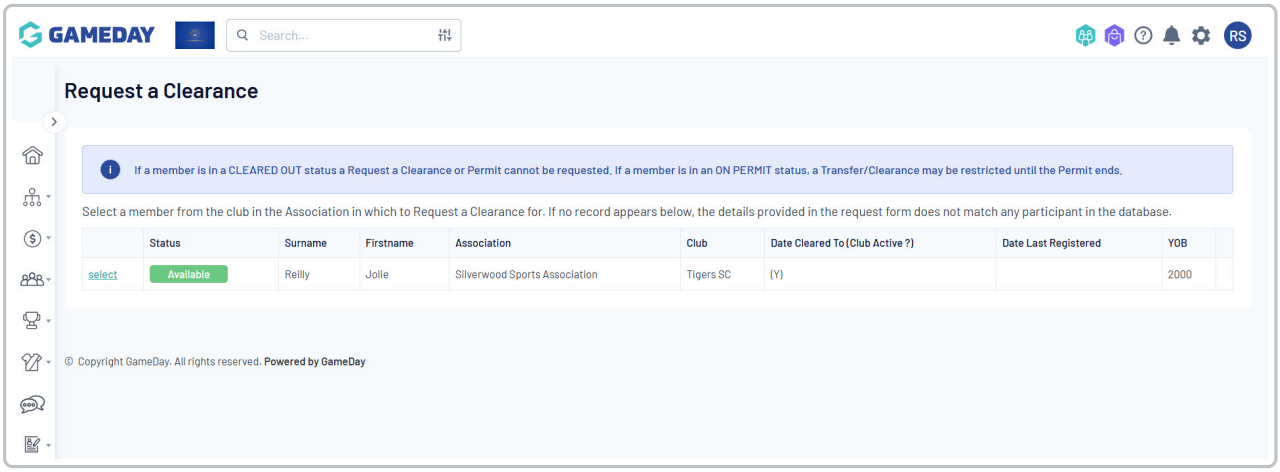


Step 5: Search for the member

Enter the member's details using their national number (Member ID) or their surname and/or DOB, then click **SELECT MEMBER**



A list of members with a similar surname will appear, or the exact member will be displayed. Click **SELECT** next to the correct member's name. This will provide you with the clearance/permit details for the members.

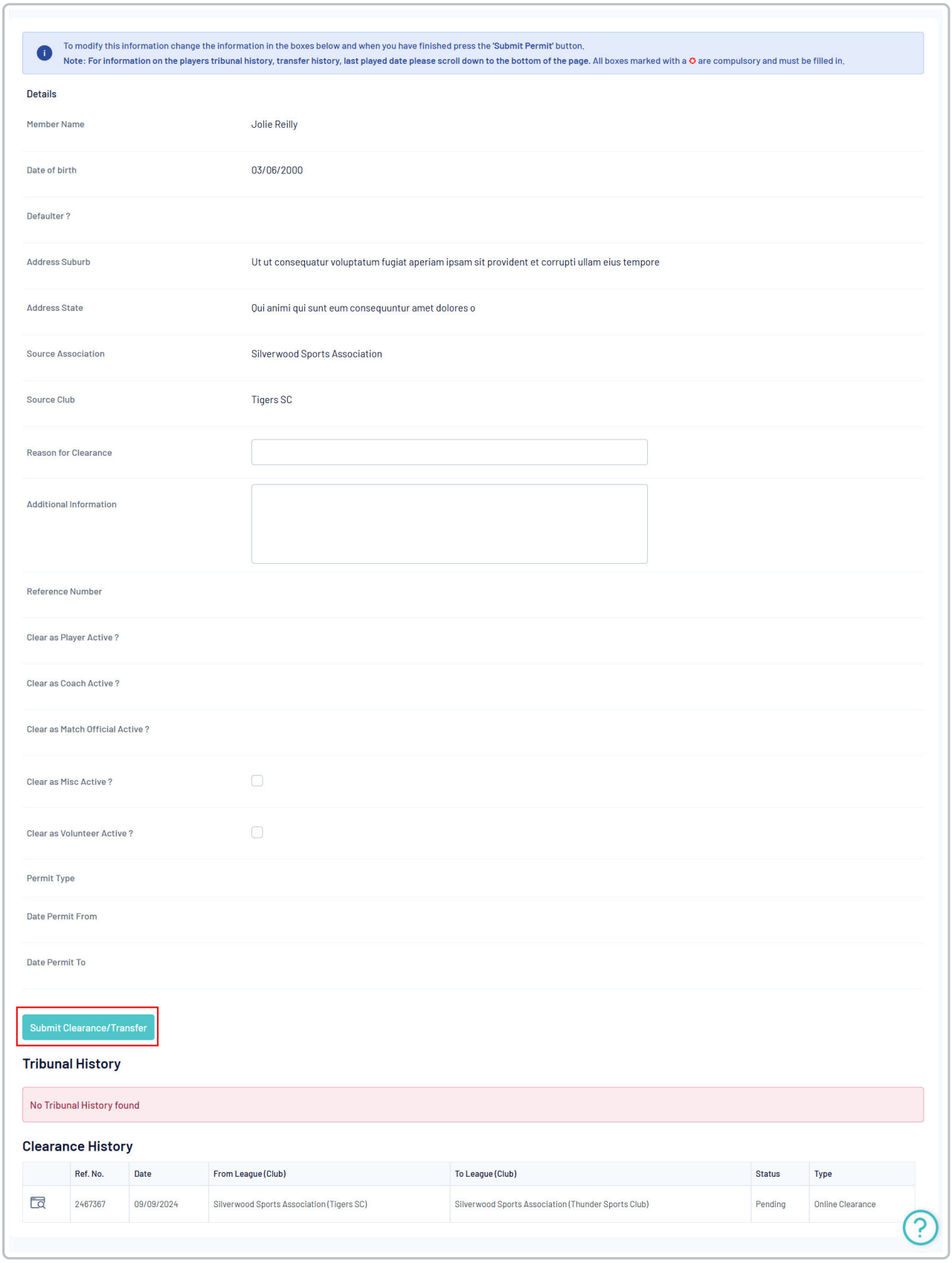


Step 6: Review and submit the clearance/permit details

For a clearance, ensure all details are accurate and include any necessary information such as the reason for the transfer, if applicable.

For a permit, specify the permit type (consult with your sport if uncertain about the definitions) and input the permit start and end date.

Click either **SUBMIT CLEARANCE/TRANSFER** or **SUBMIT PERMIT**.



Note: Depending on your sport configurations, transfers may not be available for members who are currently on permit or loan. In these cases, transfers will become available for those members after their permit or loan has expired

A confirmation screen will appear once the permit or transfer has been processed successfully, triggering the appropriate clearance approval process designated for your sport.