# How do I search and request a clearance by organisation?

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### 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

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Cyclones Sports Club ~	Cyclones Sport	ts Club Get Started			
Dashboard		Details Edit	Contacts Edit		
(\$) Finances •		51 Fabien Freeway Melbourne	President (Primary Contact)	Vice President	Treasurer
ARB Members		Victoria, AUSTRALIA, 3000 0390006000 (Phone) cyclones@email.com	Craig Ayala 0400000000 <u>craig@mailinator.com</u>	Ezra Burke 0400000000 <u>ezra@mailinator.com</u>	Gregory Randall 0400000000 gregory@mailinator.com
List Members	Add/Edit Logo		Secretary		
Request a Clearance			Connor Hays		
Clearance Submission Requests			0400000000 connor@mailinator.com		
Manage Clearances & Permits			<u>Show more</u> ∽		
Member Rollover					
Transfer Member	Stats Configure				
Pending Registration	Members	Players by Gender	Players by Gen	der	Players
Injuries	1.0		1.0	1.0	
List Accreditations	0.8		0.8	0.8	
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( )	0.4		0.4	0.4	
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Members Teams Clubs Comps	0.0		0.0	0.0	

#### 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** 

Request a Cleara	ance
Please fill in the appropri Select the Source State from	ate information below to Request a Clearance n which the required member is from.
State Body:	Silverwood Sports
or	
Search on :	
or	
You are logged in at a <b>Associ</b>	iation level. Search by Surname for members below this level.
Surname:	
or	
Search system wide by Surna	ame & Date of Birth
Surname:	
Date of Birth:	Day • Month • Year •

#### 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** 

Request a Clearance
Select the Source Association from which the required member is from.          Association:       Silverwood Sports Association         Select Association
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#### 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** 

Request a Clearance				
Select a Source Club: Tigers SC Select Club				
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#### 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** 

Request a Clearance	
Fill in the members , or enter Surname and DOB Search on a :	
and/or Search on Surname: and/or	Reilly
Search on Date of Birth (dd/mm/yyyy): Select Member	
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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.

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പ്	0	If a member is in a CL	_EARED OUT status a F	Request a Clearar	ice or Permit cannot be requested. If a memb	oer is in an ON PEF	RMIT status, a Transfer/Clearance may be	e restricted until the Permit ends,		
÷.	Select a r	nember from the clu	ub in the Association	in which to Req	uest a Clearance for. If no record appears I	pelow, the details	s provided in the request form does no	t match any participant in the da	tabase.	
\$ *		Status	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	YOB	
<u>88</u> -	select	Available	Reilly	Jolle	Silverwood Sports Association	Tigers SC	(Y)		2000	
2.										
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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.

U	Note: For inform	nation on the player	rs tribunal history, transfer history, last played date pleas	hished press the 'Submit Permit' button. se scroll down to the bottom of the page. All boxes marked with a O al	re compulsory and mus	be filled in,
Details						
1ember M	Name		Jolie Reilly			
)ate of bi	irth		03/06/2000			
)efaulter	r?					
Address S	Suburb		Ut ut consequatur voluptatum fugiat aper	iam ipsam sit provident et corrupti ullam eius tempore		
\ddress \$	State		Qui animi qui sunt eum consequuntur ame	et dolores o		
ource A	ssociation		Silverwood Sports Association			
Source Cl	lub		Tigers SC			
Reason fo	or Clearance					
Additiona	al Information					
eferenc	e Number					
Clear as F	Player Active ?					
Clear as C	Coach Active ?					
lear as N	Match Official Ac	tive ?				
lear as N	Misc Active ?					
lear as \	Volunteer Active	?				
ermit Ty	ype					
ate Perr	mit From					
late Perr	mit To					
Submit	Clearance/Trar	nsfer				
ribuna	al History					
No Tribu	unal History fou	nd				
leara	nce Histor	y				
	Ref. No.	Date	From League (Club)	To League (Club)	Status	Туре

**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.