

# 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**

The screenshot displays the GAMEDAY interface for the Cyclones Sports Club. On the left, a sidebar menu lists various club management options. The 'Members' option is expanded, and 'Request a Clearance' is highlighted with a red rectangle. The main content area shows the club's details, including its logo, address (51 Fabien Freeway, Melbourne, Victoria, AUSTRALIA, 3000), and contact information for the President (Craig Ayala), Vice President (Ezra Burke), and Treasurer (Gregory Randall). Below this, there is a 'Stats' section with three empty charts labeled 'Members', 'Players by Gender', and 'Players'. The bottom of the interface features a navigation bar with icons for Members, Teams, Clubs, and Comps.

### 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 Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

Silverwood Sports

or

Search on :

or

You are logged in at a **Association** level. Search by Surname for members below this level.

Surname:

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth:

Day ▼

Month ▼

Year ▼

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**

## 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

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.

## Request a Clearance

Select a member from the club **Tigers SC** in the Association **Silverwood Sports Association** in which to Request a Clearance for. If no record appears below, the details provided in the request form does not match any participant in the database.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	YOB	
<a href="#">select</a>	Reilly	Jolie	Silverwood Sports Association	Tigers SC	(Y)		2000	

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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 TRANSFER** or **SUBMIT PERMIT**.

Request a Clearance

To modify this information change the information in the boxes below and when you have finished press the 'Submit Permit' button.

**Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page.** All boxes marked with a \* are compulsory and must be filled in.

Details

Member Name

Jolie Reilly

Date of birth

03/06/2000

Defaulter ?

Address Suburb

Ut ut consequat voluptatum fugiat aperiam ipsam sit provident et corrupti ullam eius tempore

Address State

Qui animi qui sunt eum consequuntur amet dolores o

Source Association

Silverwood Sports Association

Source Club

Tigers SC

Reason for Clearance

Additional Information

Reference Number

Clear as Player Active ?

Clear as Coach Active ?

Clear as Match Official Active ?

Clear as Misc Active ?

☐

Clear as Volunteer Active ?

☐

Player has an Agent ?

Agent Firstname

Agent Surname

Agent Nationality

Agent License Number

Agency Name

Agency Email

Permit Type

Date Permit From


Date Permit To

Submit Clearance/Transfer

### Tribunal History

No Tribunal History found

### Clearance History

	Ref. No.	Date	From League (Club)	To League (Club)	Status	Type
	2467367	09/09/2024	Silverwood Sports Association (Tigers SC)	Silverwood Sports Association (Thunder Sports Club)	Pending	Online Clearance



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

## Watch

Your browser does not support HTML5 video.

