How do I search and request a clearance by member name?

11/08/2025 1:34 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 their name as displayed in Passport.

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**
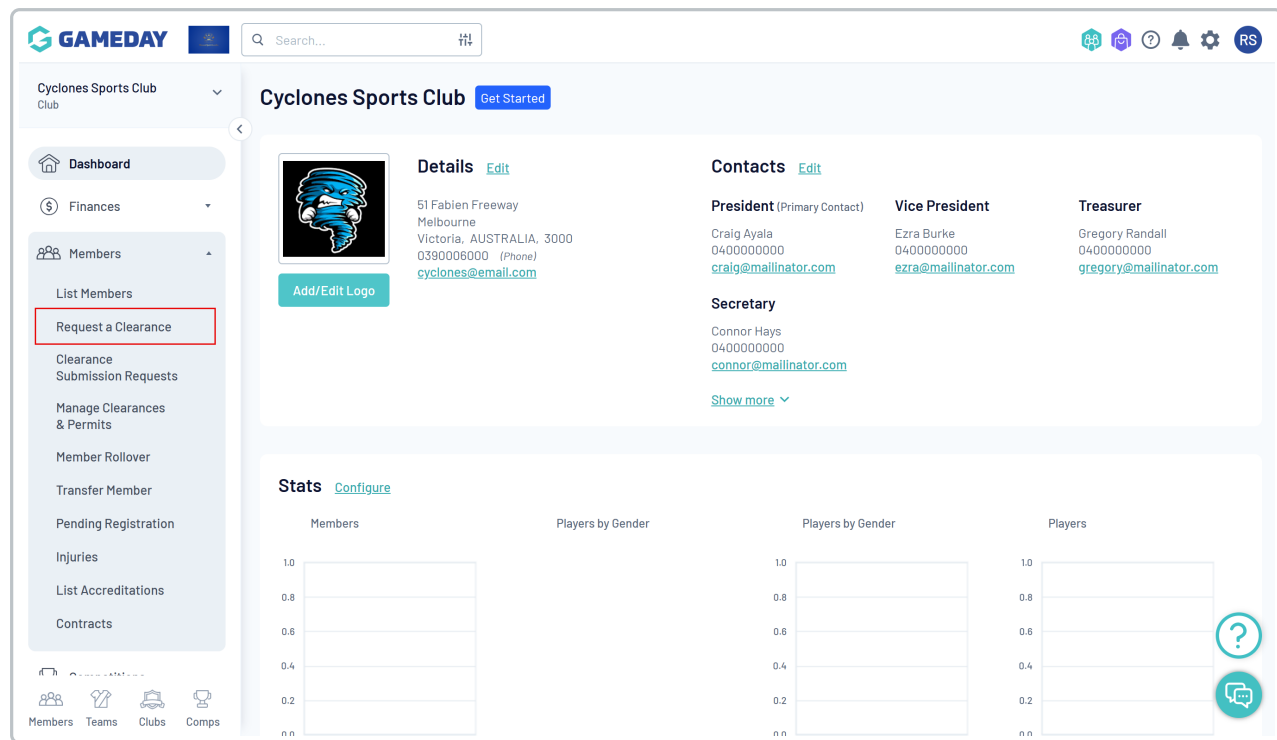
Step 2: Enter the member's surname

In either of the **Surname** fields, enter the surname of the member you want to request a clearance/permit for.

Leave all other fields blank and hit **SELECT**

Step 3: Select the relevant member

A list of members with this 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 4: 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**.

Details

Member Name	Jolie Reilly
Date of birth	03/06/2000
Defaulter ?	
Address Suburb	Ut ut consequatur 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 ?	☐
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

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ℹ️ **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.