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

22/04/2025 2:44 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**.

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 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 ? | ☐ |
| 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

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