

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

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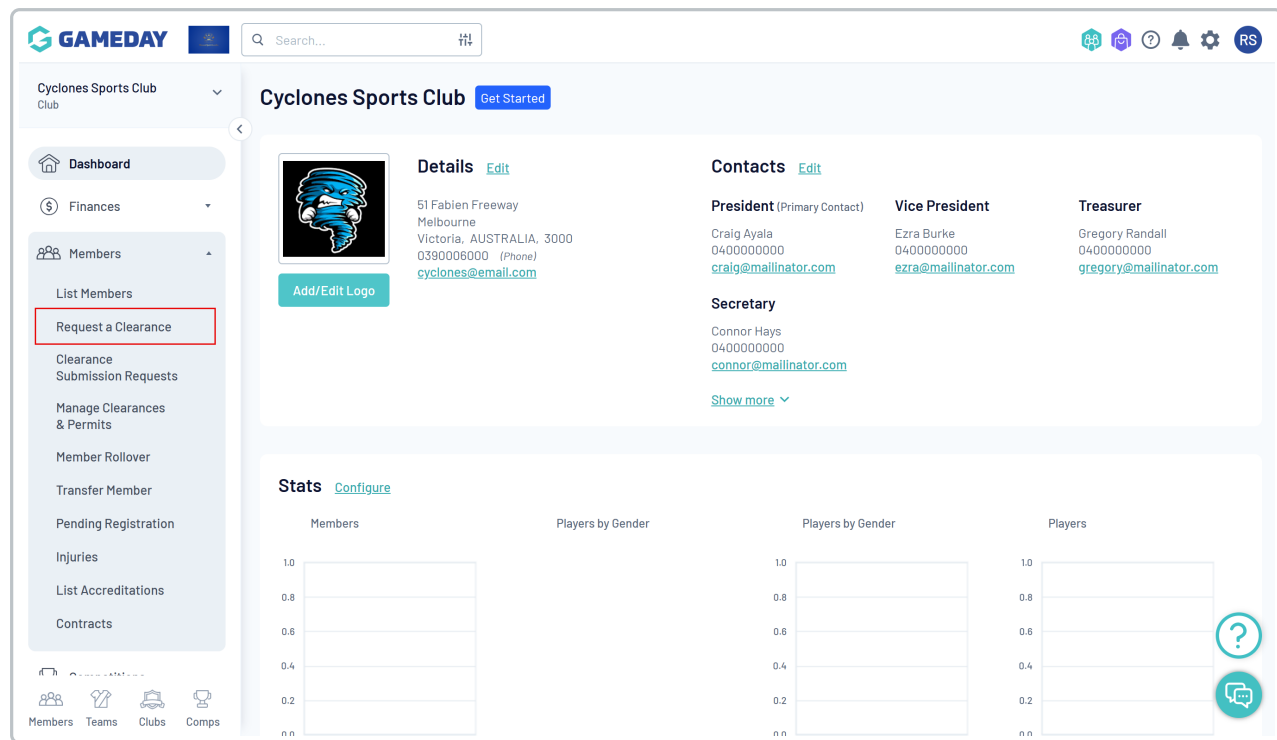
Overview

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 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**

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: --Select a Source S...

or

Search on :

or

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

Surname: Reilly

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth: Day Month Year

Select

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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.

Request a Clearance

1 If a member is in a CLEARED OUT status a Request a Clearance or Permit cannot be requested. If a member is in an ON PERMIT status, a Transfer/Clearance may be restricted until the Permit ends.

Select a member from the club in the 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.

	Status	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	YOB
select	Available	Reilly	Jolie	Silverwood Sports Association	Tigers SC	(Y)		2000

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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 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 ?

☐

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



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.
