

**HOW IT WORKS – REQUESTING  
A FIFA INTERNATIONAL TRANSFER CERTIFICATE  
DURING THE 2011-2012 SEASON**



1. FIFA Regulations governing the Status and Transfer of Players require National Associations to issue an International Transfer Certificate for any player aged 12 and over who is moving from one National Association to another including UK borders (this means Scotland, Northern Ireland and Wales). It is absolutely essential to make exhaustive checks on the player and not to accept his/her word that they have permission. Breaches are dealt with under the provisions of FA Rule E. 1 (b) and E. 1 (d). Individual players and Clubs can face disciplinary action and Leagues are empowered to take further action which can lead to fines and deduction of points.

**IF A PLAYER IS UNDER THE AGE OF 18, CLEARANCE WILL BE SUBJECT TO FIFA ARTICLE 19 (SEE FOOTNOTE).**

2. The Association which a player is leaving will issue the International Registration Transfer Certificate to the National Association to which the player is moving. FOR CLUBS IN THE FA PREMIER LEAGUE, THE FOOTBALL LEAGUE AND THE FOOTBALL CONFERENCE (NATIONAL DIVISION): This is now only allowed within two transfer windows in a year – from 9<sup>th</sup> June up to the 31<sup>st</sup> August (unless notified) and for the month of January expiring 31<sup>st</sup> January inclusive (unless notified).
3. The receiving Association shall make a request for an International Transfer Certificate to the issuing Association. In order to identify a player correctly the request should include the player's full name, date and place of birth and the name of the Club for which he was last registered together with written confirmation that the Club wishes to register the player.

**IT IS NOW A REQUIREMENT TO SUBMIT A COPY OF THE PLAYER'S PASSPORT AND/OR NATIONAL ID CARD.**

4. An Association, having received a request from another Association, is obliged to issue an International Transfer Certificate providing the player is not under written contract to a Club (as a non-amateur player), is not suspended from football for disciplinary reasons (unless up to a maximum of four matches), and has fulfilled all obligations to the former Club.
5. Clubs and/or players seeking International Clearance should make a request in writing to the Registrations Department of The Football Association. The request may be faxed direct to the Department on **0844 980 0663**. Emails can be sent to: [registrations@thefa.com](mailto:registrations@thefa.com). Clubs and players may be required to complete a questionnaire. There are two versions of the application form – one for the United States and one for all other National Associations. Many hand written requests are indecipherable and, whilst it is stating the obvious, you should try to present a typed document or ensure that it is written in capitals. If we have to return the form or contact you this will delay your application.
6. The Football Association will ask the National Association concerned via fax for an International Transfer Certificate. This will be done by email in the event of a fax facility not being available. Surprising as it may seem this is simply because most National Associations conduct ITC business exclusively by fax.
7. When an International Transfer Certificate has been issued to this Association the Club and/or player will be notified by fax, telephone, e-mail or letter by the Registrations Department. Until notification has been received the player may **NOT** be registered or play for a Club in England at any level.
8. Such a player may **NOT** play in a competitive fixture at any level in England until an International Transfer Certificate has been received and registration has been accepted by a League and/or this Association. Letters from National Associations and Clubs are **NOT** sufficient to enable a player to play competitive football.
9. Players may train or play in 'behind closed doors' friendly matches without International Clearance. However, in these circumstances, the Club should have the permission of the player's former Club and confirmation that the player is not under suspension. For friendly matches played in public the written permission of the other National Association is required.

10. Should the Football Association not receive an International Registration Transfer Certificate, or a reply stating a reason why this is not being issued within 30 days of the request being made by the FA (note: not within 30 days of being sent/received by the Club) then a provisional clearance can be issued.
11. FIFA Regulations governing the Status and Transfer of Players are published in The Football Association Handbook.

The definition of amateur is now contained in the Home Office Visitor guidance which is on their website - Immigration Directorate Instructions Chapter 2.

<http://www.bia.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter2/>

Section 2.8 is the relevant part that might help you. One off charity events are clearly OK for amateur players admitted as visitors. Whilst the 'in front of a fee-paying crowd' aspect is not recorded the Home Office see this as one (though by no means the only) illustration of when a club is professional in that they operate for profit gained by charging for events.

13. It must be appreciated that delays do occur when requesting International Clearance from other National Associations. When a request is made to ourselves by a Club or player this is faxed as soon as possible, usually the same day, to the other National Association concerned. We are then in their hands as to how quickly, or slowly, a reply is made. This Association gets as exasperated as Clubs and Players when delays occur, especially as we strive to conclude cases as quickly as possible. Please be aware of the following FIFA Regulation:

*If the new association does not receive a response to the ITC request within 30 days, it shall immediately register the amateur with the new club on a provisional basis ("provisional registration"). A provisional registration shall become permanent one year after the ITC request. The Players' Status Committee may withdraw a provisional registration, if, during this one-year period, the former association presents valid reasons explaining why it did not respond to the ITC request.*

**IT IS STRONGLY ADVISED THAT OTHER NATIONAL ASSOCIATIONS ARE NOT CONTACTED DIRECTLY AS, IN OUR EXPERIENCE, THIS ONLY DELAYS THE REQUEST BEING DEALT WITH. ANY REPEAT APPLICATIONS SHOULD COME THROUGH THIS ASSOCIATION. IF YOU NEED TO TRACK THE PROGRESS OF ANY APPLICATION PLEASE ENSURE THAT YOU ADVISE US OF NOT ONLY A PLAYER'S NAME BUT ALSO HIS FORMER COUNTRY.**

**How to contact the Registrations Team**

Telephone 0844 980 8200 and input the following extension numbers:

STEVE ROOKE	Registrations Manager	x4966
DAWN KELEHER	Assistant Manager	x4630
LUCY HAMSHERE	Registrations Officer	x4631
CHRISTOPHER HALL	Registrations Administrator (TMS)	x4852
LAURA TAYLOR	Registrations Assistant	x4629

Email: [registrations@thefa.com](mailto:registrations@thefa.com)

POSTAL ADDRESS:  
Registrations Department  
The FA Limited  
Wembley Stadium  
PO BOX 1966  
London SW1P 9EQ

Fax: 0844 980 0663

## **FIFA REGULATIONS FOR INTERNATIONAL TRANSFERS INVOLVING MINORS**

### **Article 19 Protection of Minors**

1. International transfers of players are only permitted if the player is over the age of 18.
2. The following three exceptions to this rule apply:
  - a) The player's parents move to the country in which the new club is located for reasons not linked to football.
  - b) The transfer takes place within the territory of the European Union (EU) or European Economic Area (EEA) and the player is aged between 16 and 18. In this case, the new club must fulfil the following minimum obligations:
    - i. It shall provide the player with an adequate football education and/or training in line with the highest national standards.
    - ii. It shall guarantee the player an academic and/or school and/or vocational education and/or training, in addition to his football education and/or training, which will allow the player to pursue a career other than football should he cease playing professional football.
    - iii. It shall make all necessary arrangements to ensure that the player is looked after in the best possible way (optimum living standards with a host family or in club accommodation, appointment of a mentor at the club, etc.).
    - iv. It shall, on registration of such a player, provide the relevant association with proof that it is complying with the aforementioned obligations.
  - c) The player lives no further than 50km from a national border and the club with which the player wishes to be registered in the neighbouring association is also within 50km of that border. The maximum distance between the player's domicile and the club's headquarters shall be 100km. In such cases, the player must continue to live at home and the two associations concerned must give their explicit consent.
3. The conditions of this article shall also apply to any player who has never previously been registered with a club and is not a national of the country in which he wishes to be registered for the first time.
4. Every international transfer according to paragraph 2 and every first registration according to paragraph 3 is subject to the approval of the sub-committee appointed by the Players' Status Committee for that purpose. The application for approval shall be submitted by the association that wishes to register the player. The former association shall be given the opportunity to submit its position. The sub-committee's approval shall be obtained prior to any request from an association for an International Transfer Certificate and/or a first registration. Any violations of this provision will be sanctioned by the Disciplinary Committee in accordance with the FIFA Disciplinary Code. In addition to the association that failed to apply to the sub-committee, sanctions may also be imposed on the former association for issuing an International Transfer Certificate without the approval of the sub-committee, as well as on the clubs that reached an agreement for the transfer of a minor.
5. The procedures for applying to the sub-committee for a first registration and an international transfer of a minor are contained in Annexe 2 of these regulations.

**FOOTNOTE:** With reference to the provisions of 2(a) and 2(b) above full documentary evidence will be required relating to education; living arrangements and we may need evidence of parent/guardian employment contracts and housing provision to include relevant utility bills.