

EXPLANATORY NOTES

This document has been created to assist you in selecting the correct documents in support of any application made using one of the prescribed forms. The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list.

*These notes also include a list of the **pertinent facts, which must be addressed in the documents selected in support of the application.***

FIFA Document Category	FIFA Facts Required	Commonly Submitted Documents
Documentation of academic education	<ul style="list-style-type: none"> • Name of school • Curriculum details/timetable • Start date / duration 	<ul style="list-style-type: none"> • Letter confirming enrolment [N.B. Offers of a place at a school are not sufficient]; or • Timetable or last school report indicating subjects.
Employment contract (between player and club) - player, where the player is a professional	<ul style="list-style-type: none"> • Start and end date • Remuneration • Signatures • Annexes 	
Employment contract – player's parent(s) / guardian	<ul style="list-style-type: none"> • Employer's name • Employer's address/location • Employee's full name • Brief job description/job title • Employment start date • Terms of validity 	<ul style="list-style-type: none"> • Letter outlining the facts required on company letterhead; or • Contract of employment (if you wish, you may black out remuneration); or • Where self-employed, a copy of company registration and a signed cover note explaining this.
Work permit of player's parent(s) / legal guardian (as applicable)	<ul style="list-style-type: none"> • Country • Date of issue • Permit holder's full name • Terms of validity 	<ul style="list-style-type: none"> • Valid official Immigration and Citizenship Canada Visa/work permit. <p>N.B. This is not required for a biological parent(s) that are Canadian Citizens and/or Permanent Residents</p>
Proof of birth	<ul style="list-style-type: none"> • Player's full name • Date of birth • Place of birth • Parent(s) full names 	<ul style="list-style-type: none"> • Birth certificate; or • Letter from hospital/place of birth/GP setting out pertinent facts.

Proof of identity and nationality	<ul style="list-style-type: none"> • Photo of Person • Full name • Nationality • Date of Birth 	<ul style="list-style-type: none"> • Passport; or • Government issued identity card/document.
Proof of residence – Player's parent(s) / guardian	<ul style="list-style-type: none"> • Date/timeframe of residence start date • Address/location 	<ul style="list-style-type: none"> • Rental agreement (where renting); or Correspondence from Solicitor/Conveyancer confirming date of settlement for the purchase (where home owned); or • Letter from home owner stating the year/timeframe they have resided at their home and a copy of current Council Rates Notice/current utility bill.
Request for approval of first registration or international transfer	<ul style="list-style-type: none"> • Signature of the player(s) parent/s; • Signature of a representative of the applicant club; • Signature of a representative of the member federation; 	<ul style="list-style-type: none"> • Minor ITC Application & Declaration form.
Other documents corroborating the reason invoked		<ul style="list-style-type: none"> • Letter from the player's parent(s) explaining the circumstances for the move to Canada, signed and dated; or • Any formal documentation supporting the reason invoked e.g. parent's enrolment into University or Trade, etc.
Document corroborating that the player's parent moving to or residing in Canada holds custody of the player	<ul style="list-style-type: none"> • Parent(s) full names • Player's full name • Authorisation 	<ul style="list-style-type: none"> • Divorce decree/correspondence confirming divorce of parent(s) (if applicable); or • A copy of the decision of the competent national authority regarding the current legal custody of the minor player; or • Letter from the non-moving parent allowing the player to reside in Canada with the custody-holding parent; or • Letter signed by both parent(s) explaining the custody arrangement of the minor player.
Death certificate of the player's deceased parent		<ul style="list-style-type: none"> • Copy of death certificate; or • Letter from GP/hospital/social service or care provider confirming date or year of death of the deceased parent; or • Any formally issued documentation acknowledging death of the deceased parent.

Proof of custody (parental or authorized third party)	<ul style="list-style-type: none"> • Full name of authorized legal guardian • Full name of the minor player • Full name of the player's parent(s) • Any relevant dates 	<ul style="list-style-type: none"> • Copy of the decision or any formal documentation verifying the custody of the minor player.
Documentation of exchange program	<ul style="list-style-type: none"> • Player's name • Purpose • Funding • Duration (start and end dates) 	<ul style="list-style-type: none"> • Official information about the exchange program provided by the organizers of the exchange program
Registration form for exchange program	<ul style="list-style-type: none"> • Signature of the player; and/or • Signature of the player's parent(s) / authorized legal guardian 	<ul style="list-style-type: none"> • A copy of the registration form for the relevant exchange program.
Confirmation of player's return home	<ul style="list-style-type: none"> • Signature/letterhead of the organizers of the exchange program; or • Signature of the player's parent(s) • Date of return to home country 	<ul style="list-style-type: none"> • A letter issued and/or signed by the organizers of the exchange program; or • A letter signed by the player's parent(s).
Documentation of academic education (specific to exchange students)	<ul style="list-style-type: none"> • Signature/letterhead of the host school; and • Detailed timetable; and • Envisaged dates of enrolment (if available). 	<ul style="list-style-type: none"> • A letter/document issued and signed by the player's school/college in his/her host country.
Confirmation of the player's participation from academic institution in home country	<ul style="list-style-type: none"> • Signature/letterhead of the home school 	<ul style="list-style-type: none"> • A letter/document issued and signed by the player's school/college in their home country of the player's participation in the relevant exchange program.

Documentation of accommodation / care	<ul style="list-style-type: none"> • Host parent's full name(s) and address • Player's full name • Relationship between host and player • Date and signature(s) of organizers of the exchange program, host parent(s) or biological parent(s). 	<ul style="list-style-type: none"> • A letter or document issued by the organizers of the exchange program, host parent(s) or biological parent(s) confirming the details of the supervision/accommodation/care of the player during the term of the exchange program; and • Proof of address of host parent(s) e.g. drivers license or utility bill.
Authorization of host parent(s)	<ul style="list-style-type: none"> • Parent's full names • Player's full name • Date and signature(s) of host parent(s) • Name of club 	<ul style="list-style-type: none"> • A letter by the player's host parent(s) giving their consent to the player's registration for the club in Canada.
Authorization of biological parents / legal guardian / custody holder	<ul style="list-style-type: none"> • Parent's/legal guardian's/custody holder's full name(s) • Player's full name • Date and signature(s) • Name of club 	<ul style="list-style-type: none"> • A letter/written declaration by the player's parent(s)/legal guardian(s)/custody holder(s), authorizing the player's registration for the club in Canada.
Proof of refugee status of the player or the player's parent(s)		<ul style="list-style-type: none"> • A copy of the decision by the Canadian government that grants the player/player's parent(s) the status of refugee or protected person; or • An official document from the Canadian government confirming that the player/player's parent(s) have been admitted to the procedure for being granted the right of asylum; and • A copy of the player's/player's parent(s)'s temporary residence permit/proof of residence in Canada.
Parental situation		<ul style="list-style-type: none"> • A written declaration regarding the current situation and whereabouts of the player's parent(s). This document can be provided by either: the player, Canada Soccer, or any other pertinent authority/entity.
Proof of Distance: 50 km rule		<ul style="list-style-type: none"> • Map showing distance between the club headquarters and the player's residence (e.g. Google Maps)