



ITC APPLICATION PROCEDURES

Any player over the age of 10 who was last registered to play in another country must obtain an International Transfer Certificate (ITC) before they are eligible to register and play in Ontario.

PLAYERS BETWEEN THE AGES OF 10 – 17 MUST SUBMIT COPIES OF THE FOLLOWING MANDATORY DOCUMENTS.

STEP 1 ITC APPLICATION



COMPLETED ITC FORM – ROSECITY_ITC.PDF

[DOWNLOAD FORM >](#)

STEP 2 PROOF OF IDENTITY OF PLAYER



**COPIES OF PLAYER'S PASSPORT AND
PLAYER'S BIRTH CERTIFICATE**

For passports, only the page displaying the photo and player's information is required

STEP 3 PROOF OF IDENTITY OF PARENTS



COPIES OF PLAYER'S PARENTS' PASSPORTS

Passports of both parents is required. Only the page displaying the photo and parent information is required.

**NOTE: MERGE PROOF OF IDENTITY OF PARENTS, PROOF OF EMPLOYMENT
AND PROOF OF RESIDENCE INTO ONE PDF.**

STEP 4 PROOF OF RESIDENCE



COPY OF A UTILITY BILL OR PROOF OF HOME OWNERSHIP

Player's primary address must be listed on the bill/document along with parent's name.

**NOTE: MERGE PROOF OF IDENTITY OF PARENTS, PROOF OF EMPLOYMENT
AND PROOF OF RESIDENCE INTO ONE PDF.**

STEP 5 PROOF OF EMPLOYMENT



PROOF OF EMPLOYMENT FOR BOTH PARENTS

Letter of employment that confirms employment for each parent or pay stub with confidential information blacked out.

**NOTE: MERGE PROOF OF IDENTITY OF PARENTS, PROOF OF EMPLOYMENT
AND PROOF OF RESIDENCE INTO ONE PDF.**

STEP 6 PROOF OF DISTANCE



**GOOGLE MAP PDF FROM PLAYER'S PRIMARY
RESIDENCE TO EACH OF THE FOLLOWING:**

- Border (Windsor Tunnel {555 Goyeau St} OR Ambassador Bridge)
- Current Club in the USA
- Caboto Club (2175 Parent Ave, Windsor, ON)

[GOOGLE MAPS >](#)

STEP 7 DECLARATION LETTER



**DECLARATION LETTER TO BE COMPLETED
BY PARENTS AND ROSE CITY FC**

[DOWNLOAD FORM >](#)

STEP 8 SUBMIT DOCUMENTS



EMAIL ALL PDFS TO EMOSCASOCCER@GMAIL.COM

Files cannot exceed 2MB in size and no more than 5 pdfs.

NOTE: MERGE STEP 4 AND 5 TOGETHER IN ONE PDF

SAVE EACH FILE AS A PDF USING THE PLAYER'S LAST NAME AS THE FILE NAME AND STEP NUMBER (EX. SMITH_1.PDF)

ALL DOCUMENTS MUST BE SCANNED OR PHOTOCOPIED AND PROVIDED AS A PDF FOR SUBMISSION.