



### FIFA Minor TMS - Explanatory Notes

This document is intended to assist you in selecting the correct documents in support of an application made. This is only a guide and the list is not exhaustive.

| FIFA Document Category  | Info Required   | Commonly Submitted Documents  |
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| Documentation of Academic Education   | <ul style="list-style-type: none"> <li>Name of school</li> <li>Curriculum details / timetable</li> <li>Start date / duration</li> </ul>   | <ul style="list-style-type: none"> <li>Letter confirming enrolment. [N.B. Offers of a place at a school are not sufficient]; <b>or</b></li> <li>Timetable or last school report indicating subjects.</li> </ul>   |
| Employment contract (between player and club), where the player is professional | <ul style="list-style-type: none"> <li>Start and end date</li> <li>Remuneration</li> <li>Signatures</li> <li>Annexes</li> </ul>   |   |
| Employment contract – player's parent(s) / guardian                             | <ul style="list-style-type: none"> <li>Employer's name</li> <li>Employer's address/location</li> <li>Employee's full name</li> <li>Brief job description/job title</li> <li>Employment start date</li> <li>Terms of validity</li> </ul> | <ul style="list-style-type: none"> <li>Letter outlining the facts required on company letterhead; <b>or</b></li> <li>Contract of employment (if you wish, you may black out remuneration); <b>or</b></li> <li>Where self-employed, a copy of company registration and a signed cover note explaining this.</li> </ul>           |
| Work permit of player's parent(s) / legal guardian (as applicable)              | <ul style="list-style-type: none"> <li>Country</li> <li>Date of issue</li> <li>Permit holder's full name</li> <li>Terms of validity</li> </ul>  |   |
| Proof of birth  | <ul style="list-style-type: none"> <li>Player's full name</li> <li>Date of birth</li> <li>Place of birth</li> <li>Parent(s) full names</li> </ul>   | <ul style="list-style-type: none"> <li>Birth certificate; <b>or</b></li> <li>Letter from hospital/place of birth/GP setting out pertinent facts.</li> </ul>   |
| Proof of identity and nationality   | <ul style="list-style-type: none"> <li>Full name</li> <li>Nationality</li> <li>Date of birth</li> </ul>   | <ul style="list-style-type: none"> <li>Passport; <b>or</b></li> <li>Government issued identity card/document.</li> </ul>  |
| Proof of residence – Player's parent(s) / guardian                              | <ul style="list-style-type: none"> <li>Date/timeframe of residence start date</li> <li>Address/location</li> </ul>  | <ul style="list-style-type: none"> <li>Rental agreement (where renting); <b>or</b></li> <li>Contract which includes date of settlement for the purchase (where home owned); <b>or</b></li> <li>Letter from home owner stating the year/timeframe they have resided at their home and a copy of current utility bill.</li> </ul> |
| Request for approval of first registration or                                   | <ul style="list-style-type: none"> <li>Signature of the player(s) parent/s</li> <li>Signature of a representative</li> </ul>  | <ul style="list-style-type: none"> <li>Minor ITC Application &amp; Declaration form.</li> </ul>   |

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| international transfer   | <p>of the applicant club</p> <ul style="list-style-type: none"> <li>• Signature of a representative of the association</li> </ul>  |   |
| Other documents corroborating the reason invoked   |  | <ul style="list-style-type: none"> <li>• Letter from the player's parent(s) explaining the circumstances for the move to Malta, signed and dated; <b>or</b></li> <li>• Any formal documentation supporting the reason invoked e.g. parent's enrolment into University or Trade, etc.</li> </ul>   |
| Document corroborating that the player's parent moving to or residing in Malta holds custody of the player | <ul style="list-style-type: none"> <li>• Parent(s) full names</li> <li>• Player's full name</li> <li>• Authorisation</li> </ul>  | <ul style="list-style-type: none"> <li>• Divorce decree/correspondence confirming divorce of parent(s) (if applicable); <b>or</b></li> <li>• A copy of the decision of the competent national authority regarding the current legal custody of the minor player; <b>or</b></li> <li>• Letter from the non-moving parent allowing the player to reside in Malta with the custody-holding parent; <b>or</b></li> <li>• Letter signed by both parent(s) explaining the custody arrangement of the minor player.</li> </ul> |
| Death certificate of the player's deceased parent  |  | <ul style="list-style-type: none"> <li>• Copy of death certificate; <b>or</b></li> <li>• Letter from GP/hospital/social service or care provider confirming date or year of death of the deceased parent; <b>or</b></li> <li>• Any formally issued documentation acknowledging death of the deceased parent.</li> </ul>   |
| Proof of custody (parental or authorised third party)  | <ul style="list-style-type: none"> <li>• Full name of authorised legal guardian</li> <li>• Full name of the minor player</li> <li>• Full name of the player's parent(s)</li> <li>• Any relevant dates</li> </ul> | <ul style="list-style-type: none"> <li>• Copy of the decision or any formal documentation verifying the custody of the minor player.</li> </ul>   |
| Documentation of exchange program  | <ul style="list-style-type: none"> <li>• Player's name</li> <li>• Purpose</li> <li>• Funding</li> <li>• Duration (start and end dates)</li> </ul>  | <ul style="list-style-type: none"> <li>• Official information about the exchange program provided by the organisers of the exchange program.</li> </ul>   |
| Registration form for exchange program   | <ul style="list-style-type: none"> <li>• Signature of the player; and/or</li> <li>• Signature of the player's parent(s) / authorised legal guardian</li> </ul>   | <ul style="list-style-type: none"> <li>• A copy of the registration form for the relevant exchange program.</li> </ul>  |
| Confirmation of player's return home   | <ul style="list-style-type: none"> <li>• Signature/letterhead of the organisers of the exchange program; or</li> <li>• Signature of the player's parent(s)</li> <li>• Date of return to home country</li> </ul>  | <ul style="list-style-type: none"> <li>• A letter issued and/or signed by the organisers of the exchange program; <b>or</b></li> <li>• A letter signed by the player's parent(s).</li> </ul>  |

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| Documentation of academic education (specific to exchange students)                  | <ul style="list-style-type: none"> <li>• Signature/letterhead of the host school; and</li> <li>• Detailed timetable; and</li> <li>• Envisaged dates of enrolment (if available).</li> </ul>  | <ul style="list-style-type: none"> <li>• A letter/document issued and signed by the player's school in his/her host country.</li> </ul>  |
| Confirmation of the player's participation from academic institution in home country | <ul style="list-style-type: none"> <li>• Signature/letterhead of the home school</li> </ul>  | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  |
| Documentation of accommodation / care  | <ul style="list-style-type: none"> <li>• Host parent's full name(s) and address</li> <li>• Player's full name</li> <li>• Relationship between host and player</li> <li>• Date and signature(s) of organisers of the exchange program, host parent(s) or biological parent(s).</li> </ul> | <ul style="list-style-type: none"> <li>• A letter or document issued by the organisers 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; <b>and</b></li> <li>• Proof of address of host parent(s) e.g. driver's license or utility bill.</li> </ul>  |
| Authorisation of host parent(s)  | <ul style="list-style-type: none"> <li>• Parent's full names</li> <li>• Player's full name</li> <li>• Date and signature(s) of host parent(s)</li> <li>• Name of club</li> </ul>   | <ul style="list-style-type: none"> <li>• A letter by the player's host parent(s) giving their consent to the player's registration for the club in Malta.</li> </ul>   |
| Authorisation of biological parents / legal guardian / custody holder                | <ul style="list-style-type: none"> <li>• Parent's/legal guardian's/custody holder's full name(s)</li> <li>• Player's full name</li> <li>• Date and signature(s)</li> <li>• Name of club</li> </ul>   | <ul style="list-style-type: none"> <li>• A letter/written declaration by the player's parent(s)/legal guardian(s)/custody holder(s), authorising the player's registration for the club in Malta.</li> </ul>   |
| Proof of refugee status of the player or the player's parent(s)                      |  | <ul style="list-style-type: none"> <li>• A copy of the decision by the Maltese government that grants the player/player's parent(s) the status of refugee or protected person; <b>or</b></li> <li>• An official document from the Maltese government confirming that the player/player's parent(s) have been admitted to the procedure for being granted the right of asylum; <b>and</b></li> <li>• A copy of the player's/player's parent(s)'s temporary residence permit/proof of residence in Malta.</li> </ul> |
| Parental situation   |  | <ul style="list-style-type: none"> <li>• A written declaration regarding the current situation and whereabouts of the player's parent(s). This document can be provided by either: the player, Malta FA, or any other pertinent authority/entity.</li> </ul>   |

