

The process to obtain an ITC (in order for a player to register with the OSA that was last registered with another National Association) is as follows:

1. The Club completes the ITC Application on the OSA Switchboard www.ontariosoccer.ca, and sends this to their District Association.
2. The District Association ensures that all information is correct and sends it to the OSA designated email address: ([Charonne Thomasos - intertransferreinstatementmanager@soccer.on.ca](mailto:Charonne.Thomasos-intertransferreinstatementmanager@soccer.on.ca))

(e-mails that are not sent to this email address will **not** be processed)

The email should include the ITC # or Reference # with all supporting documents, when necessary.

3. The OSA will approve the applications in switchboard and send the request to the CSA.
4. The CSA will process the request and when approved will either send a Provisional Certificate or the approved ITC to the **OSA only**.
5. The OSA will send (via email) the Provisional Certificate or the approved ITC to the District Association
6. The District Association will pass this Provisional Certificate or the approved ITC to the Club so that the player is able to register.

This process should be followed **at all times** by all individuals involved in the process.

Club, Leagues and District Associations **should not** be contacting the CSA to obtain Provisional Certificates, approved ITCs, or Reinstatement approval under any circumstance.

The same chain of communication should be followed for the approval of reinstatement applications (Inter Provincial Transfers, and any other questions or concerns in this area) as well.

We do understand the urgency in obtaining these documents/approvals for Players and Clubs, and both the OSA and CSA are processing these requests as expeditiously as possible. Please understand the volume that the CSA is handling not just from the OSA but from all of the other provinces as well. It would be greatly appreciated if everyone could follow the process laid out above to avoid any confusion and to ensure the OSA records are correct and there are no further delays.

Thank you for your cooperation!