

FYSA Birth Verification Procedures

A player's date of birth is "VERIFIED" when the FYSA office receives acceptable birth documentation records and, if required, any necessary international clearance paperwork. These documents must arrive at the State Office within ten (10) days of upload or the club will be assessed a COS processing fee (currently \$10.00 per late submission). Most competitive leagues and tournaments require that all players be birth verified so when you register a new competitive player you should obtain all needed birth documentation prior to registering the player with FYSA. Players must be registered with the name as it appears on the birth documentation. For players who have had their name legally changed, such as in the case of adoptions or divorce, a copy of the court order must accompany the birth certificate and the new name will be used.

When you upload a new competitive player, if the player's birth documentation indicates that the player was born within the United States, the birth certificate can be forwarded to the office. Please put the team code and player pass number on the birth certificate so we can easily match the player with the birth certificate.

The office will process birth documentation in order as follows:

- Players rostered to teams travelling out of state
- Players rostered to competitive teams playing in a league requiring birth verification
- Competitive players
- Recreational Players

When submitting a large number of birth certificates, such as an initial recreational registration, upload the players first. When the player's names appear on the on-line rosters, print the rosters and attach the birth documentation to the roster only for those players who are indicated as unverified. Mail these to the FYSA office. There will be no charge for these verifications if they are sent to the office within ten (10) days of initial processing.

Birth certificates must be legible in order to be processed. The preferred method of submission of birth certificates to the FYSA office is emailed attachments of scanned PDF documents to BC@fysa.com. If scanning is not possible, mailing to the FYSA office is acceptable. Use a service that provides tracking, such as priority mail, UPS, etc. Regular mail can get lost. If there is insufficient time for mail and scanning is not available, then faxing is permitted. Faxed birth verification documents are often not legible and this is not a recommended method of submission.

Acceptable birth verification documents are:

- A copy of a state certification of live birth;
- Department of Defense Uniform Services identification card (DD form 1173) issued by the uniformed services of the US or birth registration issued by appropriate government agency;
- Board of health record;
- U.S. passport;
- Drivers license;
- Alien registration card issued by the US government, a certificate issued by the Immigration and Naturalization Service attesting to age or a certificate of an American citizen born abroad issued by the appropriate governmental agency;
- Foreign passports / birth certificates are acceptable if accompanied by a certified translation.

FOREIGN BORN PLAYERS

As referenced in FYSA rule 202.7 and the USSF international clearance rule, this required clearance applies to all new foreign-born players twelve (12) years of age and older registering with FYSA for the first time. This includes:

- 1) For a player who arrives in the United States on or after the player's twelfth birth date, the player must request an USSF International Clearance Certificate or complete an International Clearance Waiver (for players under the age of 17);
- 2) Players who have lived or played in another country after the age of 12, must provide Clearance or Waiver documentation as may be required.

USSF regulations do not base International Clearance or Waivers on citizenship, but rather on place of birth. If the birth documentation indicates that the player was NOT born in the United States then proof of residency prior to the age of 12 must be submitted (e.g. school records) or proper International Clearance / Release (ICR) paperwork must be attached. For players whose birth documentation does not provide proof of birth in the United States such as foreign birth certificates and passports, Certificates for American Citizens born abroad, or driver's license then the player must attach International Clearance documentation. **PLEASE DO NOT SEND A FOREIGN BIRTH CERTIFICATE FOR A PLAYER OVER THE AGE OF 12 WITHOUT ICR DOCUMENTATION; FYSA WILL NOT PROCESS IT AND IT MAY GET LOST!**

- **PROOF OF ENTRY PRIOR TO THE AGE OF 12**
If the player has proof of US residency prior to the age of 12, a **“USSF Proof of Entry Prior to 12 Years of Age Submission Form”** must be attached to a copy of the birth documentation along with dated school records such as report cards or if the player has played with FYSA as unverified, a copy of the players history.
- **ENTRY BETWEEN 12 AND 16**
If the player is between the ages of 12-16, then a **“USSF waiver Form”** can be completed and submitted to the FYSA office. This form must accompany the player’s Birth Certificate to the FYSA office.
- **FOR PLAYERS 17 TO 19**
If the player entered the country after the age of 17 **an “USSF International Clearance Request Form”**, must be submitted to FYSA. The request for clearance must accompany the birth certificate and the completed form must be sent to the FYSA office for processing. For players that are 17 years old a letter indicating that the player is in the US for non-footballing reasons must be attached. This letter can indicate that the family moved here for better economic opportunities, to flee political or religious persecution, any reason other than the player wanting to play soccer in the US. Once FYSA receives the documents, the player will be birth verified. In all cases, it is imperative that the affiliate send the birth certificate and ICR paperwork TOGETHER.

Remember, if a player’s pass indicates the player is verified, FYSA has received all required documentation. FYSA will not issue unverified permanent (US Youth Soccer) passes. Unverified players will only be issued a “FYSA” pass that is not valid for any competition requiring either verified or a US Youth Soccer pass. (e.g., National Championship Competitions [State Cup]; competitions leading to FYSA’s President’s Cup; travel out of state, etc.).

[USSF PowerPoint presentation](#)