

Passport Permit Procedure

DESTINATION CLUB

Werribee Baseball Club
Club

Dashboard

Members

- List Members
- Request a Clearance
- List Online Clearances

Select Request a Clearance →

1State Body as BV

SELECT

Choose Victorian Summer Baseball League

SELECT

Choose current home club

SELECT

Request a Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

or

Search on:

or

You are logged in at a **State** level. Search by Surname for members below this level.

Surname:

Select

Enter member details

Surname seems to be enough

Names shall appear

Select the current member



	Surname	Firstname
select	Thomas	Kellie

Fill in the members , or enter Surname and DOB

Search on a :

and/or

Search on Surname:

and/or

Search on Date of Birth (dd/mm/yyyy):

Select Member

Scroll past Clearance information
till you see **Permit Type**

Permit Type – Local Interchange

Permit Date From

Permit Date To

UPDATE CLEARANCE

Permit Type

Date Permit From

Date Permit To

HOME CLUB

Select List Online Clearances




- Dashboard
- Members
 - List Members
 - Request a Clearance
 - List Online Clearances

List of clearances will show:

Select the person to review the permit



Name
 Thomas, Kellie

Select Level Status to approve/Deny permit



This level's status

--AWAITING YOUR A...

Complete Fields:

Permit Status
Approved/Denied by

UPDATE CLEARANCE

Clearance Status*

Approved / Denied By*

Baseball Victoria will approve/deny the clearance

Clearance Approval Details

Name	Clearance Status	Approved By
BV Umpires	Approved	Kellie Thomas
Victorian Summer Baseball League	Pending	
Alfredton Baseball Club	Pending	

Destination Club will re-confirm the clearance. Only then can the player take the field.

Clearance Approval Details

Name	Clearance Status	Approved By
BV Umpires	Approved	Kellie Thomas
Victorian Summer Baseball League	Approved	Kellie Thomas
Alfredton Baseball Club	Approved	Kellie Thomas