

USA Basketball

Letter of Clearance Instructions

Revised 2014

Pursuant to the 2010 FIBA Internal Regulations:

A letter of clearance must be obtained from the national member federation where a player was last licensed before he can be licensed by another member federation. A copy of each letter of clearance must be sent (also by email) to FIBA. This document certifies that the player concerned is free to be licensed by another member federation.

All players who need to obtain a Letter of Clearance (LOC) from USA Basketball need to complete the application process as outlined in these instructions. Incomplete applications will be returned and **will not** be processed.

Fee Structure:

150.00 USD for regular processing

-Usually takes 3-4 days, but could take up to 7 depending on availability of USA Basketball Staff, Member Basketball Clubs, and Demand

150.00 + 50.00 USD for Express Two (2) day processing

150.00 + 100.00 USD for Express One (1) day processing

NOTE: The One Day and Two Day Processing Fees offered by USA Basketball are subject to availability of USA Basketball staff and applicable member basketball clubs. The application and corresponding fees must be received in their entirety before 10:00a.m. Mountain Standard Time (MST) to be accepted for that day (if received after 10:00am MST it will be considered and marked as received the following day). Applications with One Day processing request that are received on Friday's will be given priority, but are not guaranteed until the following Monday. You must call to confirm acceptance of your request. This service is only available on applicable workdays, during normal business hours (Monday-Friday, 8a.m.-5p.m MST), and is NOT offered on weekends or holidays.

Method of Payment: USA Basketball accepts the following types of payment:

- Credit Cards (Visa, MasterCard, American Express, Discover)
- Money Orders
- Certified Checks/Cashiers Checks

Personal Information: All information must be neatly printed or typed. Illegible or incomplete information will cause a delay in the processing of this application.

NOTE: The information printed on your LOC will be taken directly from, and will be exactly what is printed on this application. Please make sure that all information is printed in the correct section and format as requested on the application. USA Basketball will not reissue an LOC because of a mistake made on the application by the player or a third party assisting the player

Player's Agent: Agent information must be filled in completely with name, phone, address, FIBA license number, or Country in which he/she is licensed to practice law.

According to the 2010 FIBA Internal Regulations, Book 3 Chapter 5:

134: Players are entitled to use the services of an Agent to represent them or safeguard their Interests in negotiations with clubs. The Agent must be in possession of a valid license Issued by FIBA.

135: Players and clubs are not permitted to use the service of a non-licensed Agent.

136: Article 3-136 does not apply if an agent is licensed to practice law in the country of his Permanent residence.

NOTE: Players may also represent themselves.

Player's History: Please list in descending chronological order (i.e.: most recent followed by the team prior to that, and so on back to the first team you played for at a college level or above). College teams must be included.

List all teams/federations you have:

-played for

-signed a contract with

-a letter of clearance has been applied/or issued to, including NBA/NBDL or WNBA through FIBA

List all teams regardless of if you played for them or not.

Only basketball playing history needs to be listed, other sports can be excluded.

If the player has no playing history (college level or above) please state "none"

Country and Team Names: This information is required for the processing of this application.

Signature: Once the application has been read and filled out in its entirety, the player must sign and date the application. The signature must be the player's authentic and original signature. The signature **cannot** be that of a third party, regardless of the player's permission.

Fines/Penalties: ANY PLAYER FOUND TO BE PLAYING FOR AN INTERNATIONAL FEDERATION WITHOUT FOLLOWING THE PROPER FIBA AND/OR USA BASKETBALL GUIDELINES SHALL BE SUBJECT TO A FINE AND/OR SUSPENSION FROM PLAYING FOR ANY FIBA AFFILIATED CLUBS

Questions: Contact: Kenisha Ikener – Letters of Clearance
5465 Mark Dabling Blvd
Colorado Springs, Co 80918
719.590.4800 (Phone)
719.590.4811 (Fax)
Email: kikener@usabasketball.com or loc@usabasketball.com

USA Basketball Letter of Clearance Application

Please read instructions carefully to insure timely processing of your application
This application is two pages. Both pages must be completed and submitted for processing
PLEASE TYPE OR PRENT LEGIBLY

<ul style="list-style-type: none">❖ Fax Completed Application and Credit Card form to: Attn: Kenisha Ikener 719.590.4811❖ Email Completed Application and Credit Card form to: kikener@usabasketball.com or loc@usabasketball.com❖ Mail Completed Application and fees to: USA Basketball Attention: Kenisha Ikener 5465 Mark Dabling Blvd Colorado Springs, CO 80918❖ Please allow up to seven (7) calendar days for processing. The player applying for the LOC must sign the application. Complete applications will be processed promptly. Incomplete applications will be returned.❖ Should you choose to pay by credit card, please fill out the Credit Card Record form and return it with the application. The form must be completed with signature to authorize payment.❖ Please read all instructions before submitting application, this will prevent delay in the processing of your application.	OFFICE USE ONLY Date: _____ Application Fee: _____ 1 Day Processing Fee _____ 2 Day Processing Fee _____ Country: _____ Approved: _____ LOC No. _____
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Name: _____ Date of Birth: (day/month/year) _____ / _____ / _____

Phone: _____ Place of Birth _____

USA Mailing Address: (Number and Street) _____
(City, State, Zip) _____

Citizenship: _____ Sex: M _____ F _____ Ht: _____ Wt: _____

College Attended _____ Date of Completion (Month/Year) _____

Please indicate if you are: represented by a FIBA Licensed Agent, a Licensed Attorney, or if you represent yourself, in the corresponding space below. YOU MUST COMPLETE THIS SECTION.

A FIBA Licensed Agent represents me:

Agent Name and Nationality: _____

FIBA License Number: _____

Agent Address/Contact Number: _____

I am represented by an Agent licensed to practice law in the country of his/her permanent address:

Agent Name and Nationality: _____

Agents Email Address: _____

(A valid email address is required for all non-FIBA licensed agents)

Country where he/she is licensed: _____

Agent Address/Contact Number: _____

I represent myself:

Signature: _____

Player's History: Please list in descending chronological order (i.e. most recent followed by the team prior to that, and so on back to the first team you played for at a college level or above). College teams must be included.

List all teams/federations you have:

- played for
- signed a contract with
- a letter of clearance has be applied/or issued to, including NBA/NBDL or WNBA through FIBA

List all teams regardless of if you played for them or not.

Only basketball playing history needs to be listed, all other sports can be excluded.

If the player has no playing history (college level or above) please state "none"

From (Month/Year)	To (Month/Year)	Association (e.g. college, CBA, NBDL, NBA, WNBA, Globetrotters, foreign team)	Country	Team Name
From (Month/Year)	To (Month/Year)	Association (e.g. college, CBA, NBDL, NBA, WNBA, Globetrotters, foreign team)	Country	Team Name
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From (Month/Year)	To (Month/Year)	Association (e.g. college, CBA, NBDL, NBA, WNBA, Globetrotters, foreign team)	Country	Team Name

Name of Country and Team you will play for: _____

By applying for this Letter of Clearance, and affixing my signature below, I hereby attest that I have fulfilled ALL contractual obligations stipulated in any and all contracts between myself and any team, club, or national federation. I have read and fully understand ALL material within this application and have answered all questions truthfully and honestly.

Signature: _____

Date: _____

Credit Card Authorization

USA Basketball
5465 Mark Dabbling Blvd
Colorado Springs, CO 80918

Phone: 719.590.4800
Fax: 719.590.4811

<http://www.usabasketball.com>

Players Name	
Cardholder Name	
Credit Card Number	
Card Type (Visa, MasterCard, American Express, Discover)	
Expiration Date	
Billing Address	
City, State, Zip or City, Country	

I authorize USA Basketball to charge the above credit card for the appropriate fees as outlined in the application.

Card Holder Signature _____

Date _____

Express Processing fee for Letters of Clearance (Optional):

One day: (initial to authorize) \$100.00 additional fee _____

Two Day: (initial to authorize) \$50.00 additional fee _____

Letter of Clearance _____
Tour Sanctioning _____
Officials Fees _____
Athlete Registration _____

OFFICE USE ONLY

Record Number: _____
Total: _____