

FORMAT REQUIRED FOR THE MANDATORY INFORMATION FOR EACH ATHLETE THAT REQUIRES AN ATHLETE LICENCE.

Once your Appendix 2 Bulk excel spreadsheet containing all your athletes that require a licence to be approved by WTF, you will from no earlier than **Monday February 14th** be able to log in through the ID number that WTF will provide your MNA via email and upload the **4 required documents** for each of your athletes. If you have trouble uploading online you can send to licence@wtf.org

Please read the below instructions carefully first before uploading online or emailing any documents to licence@wtf.org to ensure they are correctly formatted.

1. Colour Potrait ID picture with white background for Global Athlete Licence card

As the WTF Global Athlete Licence card will be used to verify athlete's at all WTF-promoted championships, the quality and size of the picture is **very important** and photos that do not meet the criteria below will be returned.

All photos to be uploaded to the system must adhere to the following guidelines:

1. The photograph must be a passport-style head shot of the member, suitable for use on the WTF Global Athlete Licence card. The photograph must be in colour with a white background.
2. The photo should be neatly cropped, not exceeding borders.
3. Photos should be 300 dpi. (This ensures the required quality for the licence card)
4. The image should be 2 cm by 2.5 cm (236x295 pixels).(**This ensures the correct size**)
5. The image file must be saved in an individual JPG format. Please do not put all the photos in one file.
6. The file name of each of the image files must correspond to the name of the athlete. For example, the image file for an athlete whose name is Beniot Forlan should be named Beniot_Forlan.jpg. This ensures that the correct photo goes on the correct athlete licence card.
7. The file size of each image file should not exceed 200 kilobytes.
8. **A sample of the correct and incorrect ID picture can be seen below as Appendix A.**

NB: To check whether your photos meet the above criteria or not, you can right click on the photo and go to properties to ensure the image is in the correct quality (300dpi) and size (236 x 295 pixels) as shown below in Appendix A.

If the ID picture is too big in size, the online system will automatically detect this and bring up a cropping tool which you can highlight the head and neck of the athlete and double click on the photo. The cropped image must include the full head of the athlete to be approved. The cropping tool will not be useful for images that are too small or not in good quality.

2. Completed and Signed PDF WTF Global Athlete Licence application form

1. The athlete licence application must be fully completed with required signatures in order for it to be accepted.
2. It is strongly recommend that each MNA types the required data within the PDF form itself to ensure accuracy of data. The form can then be printed and duly signed and stamped by the President or Secretary General of the respective member national association.
3. Each PDF document must be then saved individually either as a PDF document or JPG.
4. The name of the licence application document file must be saved as the name of the athlete.
5. **A sample of the completed licence application form can be seen below as Appendix 1.**

3. Passport with athletes photo page and signature

The following criteria must be met before uploading any passport copies for your athletes.

1. If scanning the passport, it should be cropped after it has been scanned so only the image you are uploading is the saved passport.
2. The passport image must be saved as an individual JPEG format or PDF document.
3. The name of the passport image file must be saved as the name of the passport holder.
4. The passport should be open as shown below with the photo page and the signature page and must be saved as one file.
5. **A sample of the Passport required can be seen below as Appendix B.**

4. Kukkiwon Dan/Poom certificate or card

The following criteria must be met before uploading any Kukkiwon Dan or Poom certificates/cards copies for your athletes.

1. If scanning the Kukkiwon Dan or Poom certificate/card, it should be cropped after it has been scanned so the only image you are saving is the Kukkiwon Dan or Poom certificate/card.
2. The Kukkiwon Dan or Poom certificate/card image must be saved as an individual JPEG format.
3. The name of the image file must be saved as the name of the Kukkiwon Dan or Poom certificate/card holder.
4. You can provide either the old or new Kukkiwon Dan certificate or the Kukkiwon Dan card. You only need to provide one of these formats.
5. **A sample of the 3 available options that can be received for the Kukkiwon Dan or Poom Certificate/card can be seen below as Appendix C1, 2 and 3.**

Appendix A - Sample ID picture required



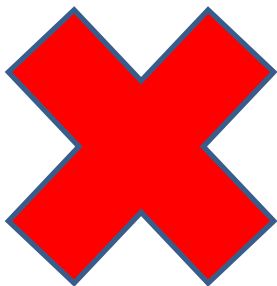
3.5w x 4.5l Properties

General Security Details Previous Versions

Property	Value
Comments	
Origin	
Authors	
Date taken	11/09/2010 09:52
Program name	Adobe Photoshop CS3 Win...
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	236 x 295
Width	236 pixels
Height	295 pixels
Horizontal resolution	300 dpi
Vertical resolution	300 dpi
Bit depth	24
Compression	
Resolution unit	
Color representation	

[Remove Properties and Personal Information](#)

OK Cancel Apply



too small photo Properties

General Security Details Previous Versions

Property	Value
Comments	
Origin	
Authors	justintebeth
Date taken	15/01/2011 19:35
Program name	
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	86 x 104
Width	86 pixels
Height	104 pixels
Horizontal resolution	96 dpi
Vertical resolution	96 dpi
Bit depth	24
Compression	
Resolution unit	
Color representation	

[Remove Properties and Personal Information](#)

OK Cancel Apply

WTF ATHLETE LICENSE-APPLICATION FORM



FORM TO SEND TO WTF - licence@wtf.org - FAX +41 21 601 59 83

WTF European office - Maison du Sport International, Avenue de Rhodanie 54, 1007, Lausanne, Switzerland

SAMPLE APPLICATION

NATIONAL FEDERATION	Mexican Taekwondo Federation	
CONTACT PERSON	FULL NAME: Juan Manuel Lopez Delgado	E-MAIL: Lopez1234@hotmail.com

FULL ATHLETE NAME (NAME MUST MATCH LEGAL ID & INCLUDE EVERY AND ALL PARTS OF THE NAME)			
FULL ATHLETE NAME	FIRST NAME: Beniot	MIDDLE NAME: Mark	
FULL ATHLETE NAME	LAST NAME: Forlan Corazo		
PREFERRED NAME (NAME SHOWN ON LICENCE CARD & USED AT COMPETITIONS - LAST NAME IN CAPITAL LETTERS)			
PREFERRED NAME	FIRST NAME: Beniot	LAST NAME: FORLAN	GENDER: <input checked="" type="radio"/> M <input type="radio"/> F
ADDRESS	STREET: Guerrero No. 90, Colonia Buenavista,		
	ZIP/POSTCODE: C.P 06300	CITY: Mexico City	COUNTRY: Mexico
E-MAIL	Beniotforlan@hotmail.com		
DATE OF BIRTH	DATE: 25 TH	MONTH: November	YEAR: 1982
PASSPORT	NUMBER: EC459323	VALIDITY: 28 th October 2013	NATION: Mexico
DISCIPLINE	KYORUGI: <input checked="" type="radio"/>	POOMSAE: <input type="radio"/>	
KUKKIWON	KUKKIWON DAN NUMBER: 4554645645		KUKKIWON DAN GRADE: 3 RD DAN

E-MAIL OF LEGAL REPRESENTATIVE IF NECESSARY	
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I, as a member of a National Federation of WTF and/or a participant in a WTF authorized or recognized event, hereby acknowledge and agree as follows:

1. I acknowledge I have reviewed the WTF Anti-Doping Rules (Available on: www.wtf.org) and agree I will strictly abide by the WTF Anti-doping Rules and WADA Anti-Doping Code.
2. I consent and agree to the creation of my profile in WADA Doping Control Clearing House (ADAMS), as requested under the WADA Code to which WTF, as an IF, is a signatory, and/or any other authorized National Anti-Doping Organizations (NADOs) similar system under WTF's agreement for the sharing of information, and to the entry on my doping control, Whereabouts and Therapeutic Use Exemptions related data in such systems.
3. I consent to my own indemnity and shall not hold the World Taekwondo Federation and Organizing Committee, responsible for any and/or all damages, injuries and/or illnesses, which may be suffered by the individual registered during any of WTF-promoted and/or WTF-recognized Championships, arising out of, or in any way connected to, my participation.
4. I content to be filmed, televised, photographed, identified and otherwise recorded during any of WTF-promoted and/or WTF-recognized Championships for broadcasting and other purposes for promotion of the events by the WTF and/or the OC with an approval by the WTF.
5. I have read and understand this Acknowledgement and Agreement.

SIGNATURE OF THE ATHLETE	(ATHLETE LEGAL REPRESENTATIVE IF NECESSARY)

Through their signature, athletes consent and agree to comply with and be bound by the WTF Statutes, WTF Kyorugi & Poomsae Competition Rules, WTF Accreditation Rules and of the WTF bylaws and their amendments.

Please add a copy of the valid passport, Kukkiwon Certificate and an ID picture (colour photo: 45mm x 35mm)

The respective national member Federation is fully responsible for all information and documents provided with the application form. The application form must be returned completed, duly signed and stamped by the President or Secretary General of the respective affiliated federation. The application form must be signed by the athlete. All consent forms from minor applicants, according to the legislation of the applicant's country, must be counter-signed by their legal representative.

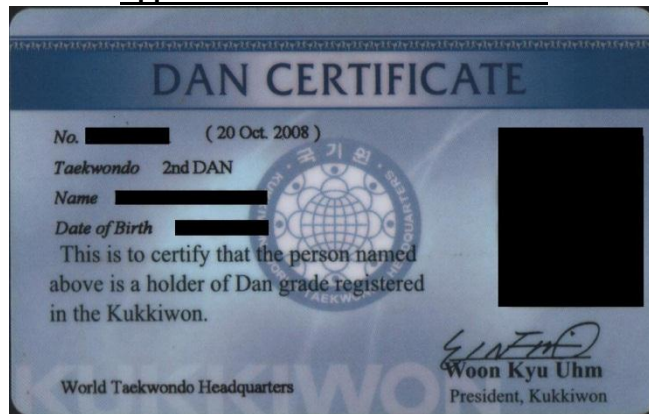
PLACE AND DATE	SEAL OF THE MNA	MNA AUTHORISED SIGNATURE
<u>Federation office, 10th January 2010</u>		
		Signature of the MNA President or Secretary General

Appendix B- Sample Passport required



Appendix C - Sample Kukkiwon Dan Certificate or card required (only one required)

Appendix C1 – Kukkiwon Dan Card



Appendix C2 – Old Kukkiwon Dan Certificate



Appendix C3 – New Kukkiwon Dan Certificate

