

# Request to Transfer into WCMHA Instructions & Required Documents

**Are You an Existing Hockey Canada Member Who Has Recently Moved Into WCMHA Boundaries? Here Are Your next steps to complete the transfer process**

## **Step #1: Complete the HEO Attestation of Residency Form**

Please fill out the form found at the link below:

<https://www.hockeyeasternontario.ca/media/s5rhvIho/heo-attestation-of-interbranch-association-residency-form.pdf>

Along with the completed form, the following supporting documents identified in Step #2 and #3 are required.

## **Step #2: Required Documentation**

In addition to the completed form in Step 1, the following documents are required:

For players who have moved within WCMHA boundaries but previously played with another association within any of the HEO districts:

✓ **Proof of residence** — one of the following:

- **A Purchase and Sale Agreement or a Lease Agreement** (minimum 1-year term).
  - *Note: The document must clearly show the new address and closing date. You may black out the dollar amount.*

✓ **Two (2) additional supporting documents** that show the same new address:

- School registration
- Utility bill or cable/internet bill (no cell phone bills)
- Driver's licence
- Vehicle insurance and registration slip

### **Step #3: Player Identification**

To complete the transfer process, we also require valid identification for the player in order to update the HCR (Hockey Canada Registry) system.

Please provide **a photocopy of one of the following:**

- **Birth Certificate (Recommended)**
- **Or**
- **Passport**


*Note: Health cards are not accepted as valid identification for this purpose.*

### **Step #4: Submission Instructions**

Once all steps are completed, please **submit all required documents in a single email** to help us keep your application organized.

 **Send your email to:** [registrar@wcmha.ca](mailto:registrar@wcmha.ca)

 **Subject Line:** [Player's Full Name] – Transfer Request to WCMHA

 **Processing Time:** The transfer process typically takes **some time**, depending on the associations and districts involved. We will notify you as soon as the transfer is complete so that you may proceed with registration.

### **Important:**

**Your transfer request will only be initiated once all required forms and supporting documents have been received.**

**Please double-check that nothing is missing before sending your email to the registrar to avoid delays in processing.**