

## IMPORTANT

### GUIDELINES FOR COMPLETION OF APPLICATION FORMS

1. Black Belt / Umpire / Instructor application forms **MUST** be in the format as published on the ITF website [www.itf-tdk.itf.org](http://www.itf-tdk.itf.org).
2. Details filled in on forms must be typewritten, **NOT** handwritten.
3. **ONE** photo is required for Black Belt and Umpire 'A' applications. These should be approximately 2 centimetres by 2 centimetres. (2cm x2cm) A too large photo means that you cannot have a wallet sized card with your photo on it. **DO NOT** staple or stick photos to the forms. Write the applicant's name on the reverse of the photo and put all photos in one envelope. Good quality computer images of the applicant in the photo box on the form are also acceptable.
4. Only **TWO** names will be written on the certificate. When more than one first and surnames are given, only the first of each will be used.
5. A typed Application List must be enclosed with all applications, including Instructor and Umpire.
6. Check that all items required on the forms are filled in, especially grading date and date of birth.
7. Enclose details of your method of payment.
8. Make sure that if you are sending funds through a bank you pay all charges at your end. The ITF should receive the full fee.
9. If the certificate is wrong because you have made a mistake you must pay \$30 for a replacement.

**IF YOU DO NOT COMPLY WITH THESE REQUIREMENTS YOUR  
APPLICATIONS WILL BE RETURNED TO YOU**