

Invoice request form

This form should only be filled in if:

- you are the **Authorised Signatory** or the **Organisation Contact**.
- your firm already has in place, an arrangement with the SRA to make payments by invoice.

To assist you in completing this form please refer to the information on our website at:

www.sra.org.uk/goodstanding

Note:

- You can only make requests for certificates of good standing or certificates of attestation.
- The solicitor you are applying for must be on the roll and must have a current work address registered on their mySRA account.

Once you have completed this form, please email to certificates@sra.org.uk using the email address registered on your mySRA account. This is for data protection purposes and will help avoid any delays with your application. Subject line should read 'Invoice request'.

Section 1 - Your details

Title:	<input type="text"/>	Name:	<input type="text"/>
<input type="checkbox"/> You are the Authorised Signatory		<input type="checkbox"/> You are the Organisation Contact	
SRA/CRM ID:	<input type="text"/>	Firm SRA ID:	<input type="text"/>
Name of firm:	<input type="text"/>		
Purchase order number:	<input type="text"/>		
Tel No:	<input type="text"/>		
Email address:	<input type="text"/>		

Section 2 - Applicant details and fee

Complete the details below of the person you are requesting a certificate for and select the type of certificate you are applying for.

- you can only make requests for certificates of good standing and/or certificates of attestation (all other types of certificate must to be requested directly by the individual unless application is supported by a signed form of authority)
- the solicitors you are applying for must be registered on the roll and must have a work address registered on their account
- you can make a request for multiple certificates within one application

(continue on a separate sheet if necessary)

OFFICE USE ONLY: Date of request: _____

Name	SRA ID	Certificate of good standing	Certificate of attestation
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

I am duly authorised to agree to settle the invoice for the fee payable for the above certificate(s) within 30 days.

Total fee for certificates @ £100 each

Total VAT @ 20% (if applicable)

Total amount payable

Signature: **Date:**

Tick if completed electronically

Section 3 - Postal address

For the attention of:

Letter Reference (optional):

Address:

Tick here if you would like to arrange a courier. Before selecting this option, please read our FAQs section for further information on couriers.

Section 4 - Any other comments or requests

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