

Completing the QLTS-1 application for a Certificate of Eligibility under the Qualified Lawyers Transfer Scheme Regulations 2010

(European Economic Area (EEA), Intra-United Kingdom
(UK) and Swiss applicants)

This form is to be used by EEA, intra-UK and Swiss applicants, applying for a Certificate of Eligibility on form QLTS-1. If you are an international applicant applying for a Certificate of Eligibility, you should apply on form QLTS-2 which is available on the SRA website www.sra.org.uk/qlts

For alternative formats, email contactcentre@sra.org.uk or telephone 0870 606 2555.

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Section A – General information

1. Introduction

These guidance notes are to assist you in completing your QLTS-1 application form. For further information regarding the Qualified Lawyers Transfer Scheme (QLTS) and the assessments please see the information at www.sra.org.uk/qlts.

The QLTS allow certain overseas and UK qualified lawyers to become qualified as solicitors in England and Wales (E&W).

The QLTS replaced the Qualified Lawyers Transfer Regulations (QLTR) on 1 September 2010.

The first step for a lawyer from the EEA, UK or Switzerland who wishes to qualify as a solicitor under the QLTS is to apply to the Solicitors Regulation Authority (SRA) using the QLTS-1 application form.

The QLTS assessments are the SRA's aptitude test for the purpose of Directive 2005/36 (Recognition of Professional Qualifications).

If you are required to take any of the QLTS assessments you will be issued with a Certificate of Eligibility which confirms the elements of the QLTS assessments you are required to complete. You will need to show the Assessment Provider your Certificate of Eligibility when you take the assessments.

As soon as you have satisfied the requirements set out on your Certificate of Eligibility, you may apply for admission as a solicitor of England and Wales.

If, following submission of your QLTS-1 form, the SRA decides that you are not required to take any of the assessments, you will be eligible to apply for admission as a solicitor of England and Wales. The SRA will automatically send you an AD1: Application for admission as a solicitor of England and Wales form.

2. Who can apply?

All those who are eligible to benefit from the provisions of Directive 2005/36 and Directive 98/5 can apply under the QLTS Regulations. This is a complex area and applicants are strongly advised to consult:

- The SRA's notes on the Establishment Directive and RELs for information on rights under Directive 98/5

www.sra.org.uk/solicitors/code-of-conduct/guidance/The-Establishment-Directive-and-RELS-.page

- Part I of the European Commission's User Guide on Directive 2005/36 http://ec.europa.eu/internal_market/qualifications/future_en.htm#User_Guide

The QLTS Regulations state that to be eligible to apply you must show the SRA that:

- You are a Qualified Lawyer in a Recognised Jurisdiction.
- You have followed the full route to qualification in that jurisdiction.
- You are entitled to practise as a Qualified Lawyer in the Recognised Jurisdiction.
- You satisfy the character and suitability requirements to be admitted as a solicitor.

Please consult the list of legal qualifications to ensure that your qualification is on the list. All jurisdictions and qualifications covered by Directive 98/5 are Recognised Jurisdictions for the purposes of the QLTS, together with specified intra-UK qualifications. If your qualification is not on the list but, having read the EU User Guide you think that the SRA should recognise your qualification, please contact the SRA's Education & Training Unit by email using qltssurvey@sra.org.uk.

3. How to use the QLTS-1 application form

This guide to completing the application form should be read in conjunction with the Qualified Lawyers Transfer Scheme Regulations 2010 and guidance.

- Please use black ink only for completing the application form. Applications completed in blue ink will be returned.
- Please complete all the relevant boxes with the information required.
- If you make an error during completion of the form please put a line through any deletions. Do not use liquid paper.
- Please read the guidance notes on our website at www.sra.org.uk/qlts.

4. How to contact us

If you need any assistance completing this form please read the notes on our website at www.sra.org.uk/qlts. Alternatively, visit our contact page www.sra.org.uk/contact-us/ or you may contact us via email at contactcentre@sra.org.uk

5. Certificate of Good Standing

The SRA requires a Certificate of Good Standing from each of the jurisdictions in which you are registered. This must have been issued no more than three months prior to your application.

The SRA will contact your Bar(s)/Law Society(ies) for verification of the authenticity of your Certificate (s) of Good Standing. There may be a delay in the processing of your application whilst contact is made with your home bar(s).

Please provide an official translation if your Certificate of Good Standing is not issued in the English Language.

6. What happens next?

As soon as your application has been received and payment cleared, we will send you an acknowledgment giving you a reference number which you should quote at all times when you contact the SRA.

We will check your application to ensure that we have all of the information and documents we require. We will also carry out routine enquiries with other organisations such as your professional body.. If we have all of the information needed, we will process your application. If your application is incomplete or we require further information, we will contact you to request this.

You must notify the SRA of any changes to your personal information.

7. Assessment of your previous experience

All EEA and Swiss applicants applying under Directive 2005/36 and intra-UK applicants can have their knowledge and experience assessed to establish which QLTS assessments they must complete. Alternatively, if no evidence is submitted, applicants can simply take all of the assessments.

The QLTS assessments are based on the skills and knowledge a solicitor of England and Wales should be able to demonstrate at the point of admission. This is set out in the QLTS Outcomes which have taken account of the stages of the domestic qualification process – the academic stage of training (degree/Graduate Diploma in Law/Common Professional Examination) and the vocational stage (the Legal Practice Course, training contract and the Professional Skills Course). For more information on the QLTS Outcomes, please see <http://www.sra.org.uk/solicitors/qlts/day-one-outcomes-table.page>.

It is the responsibility of the applicant to evidence how they meet some, or all, of the Day One Outcomes.

There are no restrictions on what evidence you can put forward towards an assessment, however, common examples are included below:

- Completion of the Legal Practice Course (LPC)
- Work experience in the law of England & Wales
- Attendance at seminars and conferences in the law of England & Wales

If you believe that you can evidence that you meet some or all of these outcomes, you can include this information as part of your application for a Certificate of Eligibility as a separate Appendix. **Please provide two copies of the Appendix with your application. Please provide an official translation if your evidence is not in the English Language.**

This will be assessed and we will let you know what assessments you will need to do to be eligible for admission to the Roll of Solicitors in England and Wales.

Please also consult Part I of the European Commission's User Guide on Directive 2005/36:

http://ec.europa.eu/internal_market/qualifications/future_en.htm#User_Guide

How to evidence your previous experience

The evidence you submit should be in the form of a separate appendix to your application and should demonstrate each Day One Outcome you believe you have already achieved.

A covering sheet should detail your experience, qualifications and training clearly mapped to each of the Day One Outcomes and appropriately referenced as shown below.

We will send a copy of your documentation to an SRA Assessor and for this reason we require two copies. Please provide an official translation if your evidence is not in the English Language.

You must also list the documents you are attaching in Section 10 of the form, so we can confirm we have received them all.

The Day One Outcomes are available here; www.sra.org.uk/solicitors/qlts/day-one-outcomes-table.page

Please note that Outcomes B and E will not be tested as they are assumed of all qualified lawyers.

Example Covering Sheet

Day One Outcome A – Core knowledge and understanding of the law applied to England and Wales

Outcome	Qualification/ training/ experience/dates	Evidence	Annex in Appendix
A.1	Work experience at Example & Co LLP, London between 1 April 2007	Original Professional	2

	and 30 May 2010.	references from your employer(s) confirming dates, position, supervision arrangements, and type of work undertaken in the law of England & Wales	
A.2	In-house training course at Example & Co LLP provided by Example Assessment Organisation.	Completion certificate, dates, duration and content demonstrating areas of law of England & Wales covered	3
A.3	University/college course certificate/diploma. BA in Law at Example University.	Completion certificate, dates, duration and syllabus demonstrating areas of law of England & Wales covered	4
A.4 etc			

Please provide certified copies of all certificates referred to. Please do not send original documents. Failure to provide evidence of your experience or qualifications may result in it not being considered by the SRA assessor.

Please note the processing time for your application may exceed 30 days, but will be no longer than four months.

8. Day One Outcomes

Further information regarding the Day One Outcomes is available within the QLTS guidance here: www.sra.org.uk/solicitors/qlts/day-one-outcomes-table.page

9. Certificate of Eligibility

A Certificate of Eligibility will be issued if you need to complete the any, all or parts of the QLTS assessments. If the SRA is satisfied that you have already met the QLTS Outcomes, you will be eligible to apply for admission to the roll of solicitors. The SRA will automatically send you an AD1: Application for admission as a solicitor of England and Wales form.

If you are required to complete the QLTS assessments you will be sent a Certificate of Eligibility. This certificate will remain valid for five years from the date of issue.

You must satisfy the requirements of the QLTS by the expiry of your certificate. If you have not completed the QLTS in this time period, you will have to re-apply and pay the appropriate fee. Any parts of the test you may have completed previously will become void.

A new Certificate of Eligibility cannot be issued before any existing certificate has expired.

Do I have a right of appeal if my application for a Certificate of Eligibility is refused or if I disagree with the elements of the QLTS assessments I must complete?

If your application for a Certificate of Eligibility is refused on the basis of your character and suitability, or you disagree with the elements of QLTS assessments you must complete, you may ask for the decision to be reviewed within **one month** of receiving notification.

Intra-UK applicants

For Intra-UK applicants, if the decision is refused on review, on grounds that you are not of suitable character, you have the right of appeal to the High Court under Regulation 5 of the Solicitors Admission Regulations within **three months** of receiving notification.

Directive 2005/36 applicants

For applicants applying under Directive 2005/36 you have the right within **four months** of receiving notification of the SRA's decision, to appeal to the High Court under Regulation 36 of the European Communities (Recognition of Professional Qualifications) Regulations 2007.

10. QLTS assessments

The QLTS assessments are in three parts:

Part 1 - Multiple Choice Test (MCT). This will test Day One Outcome A.

Part 2 - Objective Structured Clinical Style Examination (OSCE). This will test interviewing and advocacy skills in the context of three areas of practice: business, civil and criminal litigation and property and probate.

Part 3 - Technical Legal Skills Test (TLST). This will test the skills of legal research, drafting and writing.

Part 1 must be passed before Parts 2 and 3 are attempted. Parts 2 and 3 can be taken in any order.

The rules allow three attempts at each of the three parts of the assessments during the five year validity of your Certificate of Eligibility. If you fail any part of the QLTS assessments three times, you will need to wait until the expiry of your existing Certificate of Eligibility before applying for a new one. This is to encourage you to take measures during this time to improve your results the next time around.

11. The Assessment Organisation

Any queries regarding completion of the assessments must be made directly to the Assessment Organisation, Kaplan QLTS.

The SRA has authorised one assessment organisation for the initial three years of the scheme. Further information about them can be found at www.kaplanqlts.com.

Once you have received your Certificate of Eligibility you should contact the assessment organisation and apply to them in accordance with their procedures. You cannot apply for the assessment until you have been granted your Certificate of Eligibility. Please do not apply to the SRA for the assessment.

Please note that you cannot apply to the SRA for a review of a decision made by the Assessment Organisation if you have failed one or more QLTS assessments.

The SRA does not authorise any organisations offering training for the QLTS assessments. Candidates are strongly advised to independently verify the experience and reputation of any training course providers.

12. Admission to the roll of solicitors

When you have completed and passed the QLTS assessments you will be eligible to apply for admission to the roll of solicitors in England and Wales.

To apply for admission to the roll, you should complete an AD1: Application for admission as a solicitor form. For an admission form please email the Contact Centre at contactcentre@sra.org.uk

As part of its quality programme and to aid consumer protection, the SRA has introduced a compulsory requirement for all individuals to obtain a satisfactory Criminal Records Bureau (CRB) check if you have lived in the United Kingdom for four weeks or more. Therefore to ensure that your admission to the roll of solicitors can proceed you must complete and return a CRB Disclosure application form to us, failure to do so will prevent your admission from proceeding. For a CRB application form please email the Contact Centre at contactcentre@sra.org.uk

The SRA will make use of the CRB checks in other jurisdictions where these are available. Further details on how you can obtain these can be found on the CRB website www.crb.gov.uk/overseas. Once we have received a satisfactory result from these checks we will be able to process your application for admission to the roll of solicitors.

If we require you to undertake a CRB check in another jurisdiction, you must consider that some checks can take in excess of 120 days to complete. To ensure an overseas check does not delay your admission, you should consider applying for this check as early as possible.

If you intend to practise as a solicitor upon your admission to the roll of solicitors you will be required to hold a valid Practising Certificate (PC). You can use the AD1: Application for admission as a solicitor form to apply for a PC.

Please be aware that the SRA will request a further Certificate of Good Standing when you apply for admission to the roll of solicitors. This must not be older than three months at the point we receive your application for admission.

Section B – Completing the QLTS-1 application form

1. Personal details

Please complete all the boxes in this section.

- Please enter dates in the following format: DD/MM/YYYY.

Please ensure the name you provide is the same name as appears on the register of your home Bar(s) / Law Society(ies). The name you provide must be identical to that on the Certificate of Good Standing we receive from your home jurisdiction. You must ensure your home Bar(s) / Law Society(ies) are aware of any recent name changes.

Dual nationality

If you have obtained dual-nationality, please advise here. This is particularly important as the QLTS-1 form is only for those individuals who are eligible to benefit from the provisions of Directive 2005/36 and Directive 98/5 or are intra-UK transferees. Please see “Who can apply?” in Section A earlier in this guidance for further information.

Passport number / identity card number

Please provide your passport or national identity card number. This will be used to confirm your nationality and your eligibility to benefit from the provisions of Directive 2005/36 and Directive 98/5.

Please also include a certified copy of your passport or national identity card.

Your application will not be processed if a certified copy of your passport or national identity card is not included with your application.

Passport photographs

Two passport photographs are required to enable us to verify your identity when taking the assessments. The photographs should be attached to the application form. The photographs you supply with your application must:

- be in colour, not black and white
- show you with a neutral expression and your mouth closed
- show you on your own
- be taken within the last year
- be 45mm x 35mm wide (passport size)
- be clear and in sharp focus, with a clear difference between your face and the background
- be taken against a plain cream or plain light grey background
- not show you with red-eye
- be of you facing forward and looking straight at the camera
- not be torn, creased, or marked
- be printed on plain white photographic paper
- be free from shadows
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses and no hair across your eyes)
- be free from reflection or glare on your glasses, and the frames must not cover your eyes, if possible, remove your glasses
- show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons
- be taken with nothing covering your face - you should make sure nothing covers the outline of your eyes, nose or mouth
- be a close-up of your head and shoulders
- not have any writing on the front

Please staple your photographs to your application form. Please ensure the staple is on the outer edge of the photographs, without covering your face.

2. Home address

Please complete all boxes in this section.

This address must be where you are currently resident and may be used by the SRA as part of the vetting process. If you prefer to be contacted at a different address, please complete Section 3 with a contact address.

The SRA's primary method of contact will be e-mail.

When entering your telephone number, please include the appropriate international dialling code, e.g. +33 (for France).

You must notify the SRA of any address changes.

3. Preferred contact details

This is the address at which the SRA will contact you when necessary, including where we will issue your Certificate of Eligibility.

When entering your telephone number, please include the appropriate international dialling code, e.g. +33 (for France).

You must notify the SRA of any address changes.

4. Previous applications

Please provide details of any previous applications you have made to the SRA. These may include applications under the QLTR, for Student Enrolment or to be a Registered European (REL) or Foreign Lawyer (RFL). If you have previously applied to the SRA for any purpose you may already have a reference number with us. Please write your SRA reference number if known. Otherwise, we will create a unique SRA reference number for you when we have received your application.

You must provide details of previous applications, whether they were granted or refused.

If you cannot remember the exact date of the application, please provide an estimate to the nearest month and year.

5. Details of home jurisdiction

Please read Part 5 of Section A of these notes.

We will use the information provided in this section to ensure that you are a Qualified Lawyer in a Recognised Jurisdiction.

Please submit an original Certificate of Good Standing from each Bar/Law Society you have been registered with. All certificates must have been issued no more than three months prior to your application. Please provide an official translation if your Certificate of Good Standing is not issued in the English Language.

The named Bar/Law Society should be the body which regulates you as a lawyer in that jurisdiction.

6-7 Professional examinations passed and courses attended and Degrees and diplomas

6-7 Professional examinations passed and courses attended and Degrees and diplomas

Please set out any professional examinations you have passed and any courses you have completed as part of your route to qualification in your home jurisdiction.

You do not need to send in these certificates with your initial application (unless, in the case of intra-UK applicants this is necessary to evidence the English Language Requirement), however, the SRA reserves the right to request certified copies of certificates.

8 Route to qualification

Please detail the route you have taken to qualification, including dates of examinations and training/pupillage where applicable. An example of the domestic route in England and Wales is shown below;

Completed Qualifying Law Degree at University of Portsmouth	31 June 2010
Completed Legal Practice Course at College of Law	31 June 2011
Training contract at Example & Co solicitors, London	1 August 2010 – 31 July 2012
Admitted as a solicitor of England & Wales	3 August 2012

The information you provide will be confirmed with your home jurisdiction.

9 English language requirement

For English, Welsh, Scottish and Northern Irish applicants only

It is your responsibility to evidence to the SRA that you are competent in the English language at Common European Framework (CEFR) Level C2 or above.

Option 4 is likely to apply in most cases. The other options are set out here in the event that this is not the case.

More information regarding this can be found in Chapter 3 of the following guidance; http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

This requirement can be evidenced in four ways:

Option 1 Pass an approved English language test with one of the organisations below at CEFR Level C2 or above. The test must have been passed within 2 years prior to your application for a Certificate of Eligibility.

The following organisations have satisfied the SRA requirements to provide testing for overseas lawyers wishing to transfer:

- International English Language Testing system (IELTS) www.ielts.org – overall score of 7.5 or above
- University of Cambridge ESOL www.cambridgeesol.org
- The Lancashire Examination Board

When you submit your application to the SRA for a Certificate of Eligibility, you will be asked to provide details of your test results. The SRA will verify the results directly with the testing organisation.

Option 2 Hold a degree assessed by UK NARIC's English Language Assessment Service as being taught in English and equivalent to a UK Honours (H-Level) (e.g. Bachelors) degree. For details on the NARIC English Language Assessment service please visit their website at <http://www.naric.org.uk/index.asp?page=210>.

Option 3 Hold an H-Level (e.g. Bachelors) degree or higher from a university recognised by NARIC in a country where NARIC has stated that all higher education takes place in English. See the Recognised Jurisdictions table for a list of those jurisdictions to which this option applies at www.sra.org.uk/solicitors/qlts/recognised-jurisdictions.page.

Option 4 Hold an H-Level (e.g. Bachelors) degree or above from a Department for Business Innovation and Skills recognised UK university. For a list of recognised bodies please visit their website at <http://www.dcsf.gov.uk/recognisedukdegrees/index.cfm?fuseaction=institutes.list&InstituteCategoryID=1>

You will need to tick the appropriate box in Section 9 of the QLTS-2 application form and provide the following supporting documentation.

- Option 1** A certified copy of the completion certificate from the testing organisation and candidate reference number.
- Option 2** A certified copy of the NARIC English Language Assessment statement and applicant reference number.
- Option 3** A certified copy of your degree certificate and registration number.
- Option 4** A certified copy of your degree certificate and registration number.

Your reference / registration number is your unique ID number for the relevant institution. For example, your University student ID number.

You should be aware that the SRA will seek independent verification of your test results and degree awards.

10 Experience and knowledge for consideration by an SRA assessor

Please see Section 7 in Part A of this guidance on how to format your experience and knowledge. The experience and knowledge must be submitted as a separate appendix and referenced in Section 10 of the application form.

If you are not submitting any additional information please tick the box to indicate.

Please provide two copies of the evidence with your application and provide an official translation if your evidence is not in the English Language.

Please ensure you complete Section 10 of the application form fully as shown in the example below.

Type of experience (i.e. - professional experience training, CPD, seminars)	Institution/employer and dates	Evidence at annex:
Work experience	Example Law LLP 1 April 2007 – 30 May 2010	2
In-house training	Example Law LLP 19 August 2009	3

11 The Suitability Test

From 6 October 2011 the Suitability Test will replace the Character and Suitability Guidelines. From that date new applications or notifications or disclosure of suitability matters will be assessed against the new test.

The Suitability test is available to view online:

<http://www.sra.org.uk/solicitors/handbook/authorisation/suitability-test/content.page>.

You are required to disclose any matters which may call into question your character and suitability to be a solicitor. The list below, although not exhaustive, gives examples of what you would be expected to disclose.

- A conviction, caution, reprimand or warning (other than a motoring offence which did not result in a period of disqualification)
- A fine
- A finding of plagiarism, academic misconduct or cheating in any form of assessment
- Bankruptcy, a County Court Judgment (CCJ) or Individual Voluntary Arrangement (IVA)

- If you have been under investigation for any matters, criticised, censured, suspended or the subject of any other disciplinary activity by a professional/regulatory body
- Any other matters which may call into question your character and suitability.

Non-disclosure

Non-disclosure of a matter later discovered by the SRA will be considered as an act of dishonesty. The SRA guidance in this context is that all applicants disclose all matters. If you are unsure whether an event constitutes a C&S matter, we recommend that you disclose it within your application. If the matter has previously been disclosed to, and considered by us, you should still disclose it if asked during any subsequent application. We remind you that you also have an ongoing obligation to disclose any matters which occur during the validity of the Certificate of Eligibility.

Note: Spent convictions

Please note that you must disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008.

Please note you will be required to produce a CRB disclosure as part of the admission process, prior to qualifying as a solicitor.

12 Details of referees

If you have answered 'Yes' to any of the questions relating to The Suitability Test in Section 5, please provide details of two referees. All referees should know you well and be able to comment on your character and suitability to be admitted to the roll of solicitors. Please note, both referees must have knowledge of any character and suitability issue(s) you have disclosed in Section 11.

13 Declaration

Please ensure you complete the declaration and sign and date appropriately. By signing the declaration you are confirming you have completed the form with correct information. The information you provide will be verified with third parties as part of the application process.

Your application will not be processed unless the declaration is signed and dated.

14 Application checklist

To help us process your application quickly, please indicate that you have incorporated and completed the required information in the checklist.

Countersignatory

The countersignatory must be somebody who knows you in a professional capacity and is able to confirm that the information you have provided within your application

form is accurate. The countersignatory is also confirming that you are the individual in the photograph attached to the application form.

The countersignatory must be a solicitor of England & Wales currently on the roll, or a lawyer entitled to administer oaths / justice of the peace / notary public in the jurisdiction in which you are currently residing or working.

The countersignatory cannot be a family member.

They must also include the following information:

Name – Countersignatory’s full name.

Position – e.g. – Solicitor of England & Wales.

Roll number – The countersignatory’s unique registration number in their home jurisdiction.

Signature – Signature of the countersignatory.

Date – Date the countersignatory reviewed the QLTS application form.

The SRA may contact your countersignatory to verify both the information you provide and also their authenticity.

15 Returning the form

Please send your form, additional information and the appropriate fee of £400 to:

Caseworking & Applications Unit or DX 19114

Solicitors Regulation Authority Redditch

Ipsley Court

Berrington Close

Redditch

B98 0TD

We do not accept fax or e-mail copies of the QLTS-1 application form.

Please note that any payment received without an accompanying application form will be held for a maximum of 30 days before being returned to the sender.

How can I pay the application fee?

The fee for a QLTS-1 application is £400.

You can pay the full amount by cheque, postal order, bank transfer or credit card. Please note there will be a handling charge of 1.75% for MasterCard/Visa/Maestro/Delta/Electron payments. Please note Diners or American

Express cards are not accepted. Please complete the credit/debit authorisation form if you wish to pay by credit/debit card and **return it with your application form**. If the credit card authorisation/cheque is not signed or payment is not enclosed, we will return the form to you. You may also pay by cash at your own risk, but this is not recommended and we will not be held responsible for monies not received.

Who should I make the cheque payable to?

Please make your cheque payable to the **Law Society**. All foreign cheques need to be endorsed, i.e. signed and dated on the reverse by the drawer. Please note it may take up to eight weeks for a foreign cheque to clear our account and your application will not be processed until cleared funds have been received. We will not accept postal orders drawn outside the UK.