Practising Certificate
Applying for a practising certificate
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1. Getting started - logging in to mySRA

Go to the mySRA login page, here and click the blue Login button. Enter your username and password, click Login.

Tips:

Forgotten username:

- Click on Forgotten username?
- Enter your email address we hold on record and press Submit
- Your username will be emailed to you

Forgotten password:

- Click on Forgotten password?
- Enter your username and press Submit
- A link will be sent to your email address we hold on record
- Click on the link and then confirm your username
- Change your password

If you can’t remember the email address held on your record please Contact us

2. Before starting the application

You will need to update your Personal and Professional Details within the My Profile section of your mySRA account. Guidance can be found in the individual mySRA user guide.
3. Accessing and completing the application

**Note:** The screenshots in this guide are used to provide an example of the screens you will see when completing your application.

To access the application form:

- Click **My Services**
- Then **Individual Services**
- Click **Select** next to the Renew practising certificate

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**Note:** If you are unable to see the renewal application, please ensure you are not 'opted in' for bulk renewal. You can check this in the professional details tab of your mySRA account. You will need to 'opt out' if you wish to access the individual renewal application. Guidance can be found in the individual mySRA user guide. Once opted out, the renewal application will be available in the My Services section as above.
Tips: You can leave the application and return to it at a later date. Any sections which you have completed will be saved.

To return to the application:

- Click My Services
- Individual Services
- Continue a saved application as shown below.

Tips: When navigating through the sections of the application you will have to click on Continue or Save and Continue to submit information. You may have to scroll down to locate this button in the bottom left-hand corner of the screen.

Completing the application

Read the information in Getting started then click on the Continue button.

Regulation 3 of the SRA Practising Regulations 2011

Select Yes or No to confirm whether any of the events in Regulation 3 apply to you.
If you select **Yes**, you will have to complete two further sections of the application.

**Tips:**
- If you answer **Yes** to confirm that you are subject to Regulation 3, you will be required to provide further information.
- If you answer **No** to confirm that you are not subject to Regulation 3, click **Save and Continue** and move onto the next section.

If you select **Yes**, you will have to state your reasons in the text box and click **Save and Continue**.

Select **Yes, No or N/A** to confirm if you wish us to consider removing any conditions on your practising certificate or registration.

If you select **Yes**, you will have to state your reasons in the text box and click **Save and Continue**.
Any paragraphs of Regulation 3.1 that apply to you will be listed.

Enter any further paragraphs into the text box which apply to you.

Information on Regulation 3.1 can be found within the Practising Regulations in the SRA Handbook [here](#).

You can upload any supporting documents by clicking **Manage your uploads**.

A separate window will open to allow you to upload your document.

Type a brief description of what your document is.

Click **Browse** and select the document(s) from your saved files.

Click **Open then Upload**.
The filename and description of any documents uploaded will display in a table format.

Please choose a preferred document description before clicking “browse” to select a saved document to upload. The description specified can be edited at a later stage.

Upload Documents

Document description

Select document to upload

Browse...

Close the window by clicking X to return to the previous screen.
Continuing competence

Select Yes, No or N/A to the following question.

Have you reflected on your practice and addressed any identified learning and development needs?

You should now be following the continuing competence scheme.

Further information on our new approach to continuing competence can be found here.

If you select No or N/A, provide the reason why in the text box

Click Save and Continue.

Reduced Fees

Select the appropriate reduced fee category.

If this is not applicable do not select anything and click Save and Continue.

You will be eligible for a reduced practising certificate fee if you fall into one of the following categories:

- Category A – you are currently on statutory maternity/adoption leave or a period of leave equivalent to statutory maternity leave
- Category B – you took a period of statutory maternity/adoption leave or a period of leave equivalent to statutory maternity leave which started between 1 November 2017 and 31 October 2018.

A ‘period of leave equivalent to statutory maternity leave’ is a period of absence or leave which, if you had been an employee, would have been taken as statutory maternity leave.

Category of reduced fee (Optional)

Click Save and Continue.
If Maternity Category A or Maternity Category B are selected then enter the start and end date in the format DD/MM/YYYY. Or click the calendar symbol.

Click **Save and Continue**.

### Category of reduced fee (Optional)
- **Maternity category A**

**If category A or B applies, please include dates.**

**Maternity leave start date**
- **dd/mm/yyyy**

**Maternity leave end date (Optional)**
- **dd/mm/yyyy**

### Summary
You can view a summary of your application before you submit it.

**Tip:** The summary sheet will open in a new window. If you are happy that all details are correct, close the summary and click **Continue**.

### Fee/Declaration/Payment
A table will display the fee you are required to pay, click **Continue**.

**Fee**

**Product Type - Practising Certificate application (RF3)**

<table>
<thead>
<tr>
<th>Organisation/Person Name</th>
<th>Product</th>
<th>Regulatory Fee</th>
<th>Admin Fee</th>
<th>VAT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PC Fees - 2019/2020</td>
<td>230.00</td>
<td>48.00</td>
<td>0.00</td>
<td>278.00</td>
</tr>
<tr>
<td></td>
<td>PC Compensation Fund 2019/2020</td>
<td>60.00</td>
<td>0.00</td>
<td>0.00</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Payable</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>338.00</strong></td>
</tr>
</tbody>
</table>

I am the solicitor named on this application.

I understand that it is my responsibility to make sure all the information I have given is correct and complete.

I understand that I must also tell you straightaway about any changes to the information I have given on this application -- regardless of whether the information is in the public domain or if I have already reported it to another regulatory body. If I am in any doubt about whether certain information is relevant, I will include it.

I understand that if I have knowingly or recklessly given you information that is false or misleading (or if I have failed to tell you about any significant information) you could:

- reject my application
- revoke my practising certificate
- take disciplinary action against me, or share information with a third party that leads to disciplinary action against me.

I understand that you may attach conditions to my practising certificate.

I understand that you may (under the Data Protection Act 1998) use any personal information from this application to perform your duties under any relevant legislation.

I understand that you might do whatever checks you think are necessary to process this application and make sure it complies with the Handbook.

I understand that personal information I have given on this application could be given to (and kept by) registered Credit Reference Agencies.

I confirm that while I am resident or working in the UK I will hold all the appropriate and valid documentation I need to comply with immigration regulations and statute.

I understand that I will have to pay any fees immediately.

I understand that you have calculated my fee based on the information I have given in this application.

I understand that I have to pay any charges in full before getting any refunds that the SRA owes me.

I understand that this application could change based on your assessment. If the details I have given in this application are incorrect, I may need to submit other applications and pay the fees for them.

I confirm the information I have given on this application is correct to the best of my understanding...
Tick the declaration and click **Continue**.

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**4. Making Payment**

You will need to enter your billing address details. You can change any of the details in this section.

You can only make payment via credit or debit card. The billing address should be the registered address for the credit or debit Card used to make payment.

After entering your details click **Save and Continue**.

**Payment Method**

<table>
<thead>
<tr>
<th>Select</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit or Debit Card</td>
</tr>
</tbody>
</table>

Click **Continue**.

Click **Yes** to the following question.

"Are you sure you want to submit your application and pay by Credit/Debit card? You will not be able to change any answers after you submit."

You will be directed to the **WorldPay Secure Payment Page** where you can enter your credit or debit card details.

Select your payment method by clicking on one of the displayed card logos.

**Tip:** We use **WorldPay** to process your payments in a secure environment. We only accept Mastercard, Maestro and Visa so you must select one of these logos.
In the **Card Details** section enter your credit or debit card details exactly as they appear on your card.

**Secure Payment Page**

Please review your purchase details, then select a payment method to continue.

**Select language**  
**Choose currency**  
**The Law Society**  
**Description**  
Amount  
Renew practising certificate  
£318.00

**Select your payment method**

- Mastercard
- Visa
- Maestro

For help with your payment visit the: [WorldPay Help](#).

The **Cardholder details** section should pre-populate the billing address you supplied on your application form. The billing address must be the same address as that registered for the credit or debit card you are paying with.

**Tip:** Depending on your credit or debit card provider, a cardholder authentication page may appear that requests further details.

If you experience difficulties completing the cardholder authentication page then you will need to contact your card provider.
Once your payment has gone through, you will receive a confirmation email from WorldPay. You are also returned to the mySRA website. Once your payment is successful, a message will be displayed, as shown below.

<table>
<thead>
<tr>
<th>Transaction number: 307643828</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction amount: 318.00</td>
</tr>
<tr>
<td>Transaction status: Successful</td>
</tr>
<tr>
<td>Invoice number: CH/M010356562</td>
</tr>
</tbody>
</table>

Thank you for submitting your application. You can view your payment summary here.

A copy of your invoice will be saved in the My documents section of your account shortly.

We aim to process 95 percent of applications within 30 days. Once we have considered your application, we will notify you of our decision.

You can track the progress of this application in the My services section of your account.

Your application has now been submitted. We aim to process 95% of applications within 30 days and will send you an email confirmation once your application has been processed.

**Note:** You will need to address any questions you have about the WorldPay payment pages directly to WorldPay. Visit [www.worldpay.com/shopper](http://www.worldpay.com/shopper).

There may be a rare occasion where the re-direct back to mySRA is interrupted and you don't get a message confirming your application has been submitted. Instead, you may be presented with a blank screen, or a generic error message. Your application may remain in a draft status in mySRA.

Please **do not** try to access your draft application or make payment again. If you have received an email from WorldPay confirming payment you do not need to do anything. We will process your application and if necessary, we will contact you to request further information.

If you have not received an email confirmation from WorldPay about your payment, please [Contact us](mailto:contactus@mysra.com).
5. How to contact us

Telephone

You can call our Contact Centre on 0370 606 2555 (inside the UK)
International callers +44 (0)121 329 6800

Opening hours

08.00 - 18.00; Monday, Wednesday, Thursday, Friday
09.30 - 18:00; Tuesday

Email

contactcentre@sra.org.uk

Post

Contact Centre
Solicitors Regulation Authority
The Cube
199 Wharfside Street
Birmingham, B1 1RN

DX 720293
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Reasonable adjustments

Our reasonable adjustments policy is published on our website. If you have a disability under the Equality Act (2010) you can make a request for a reasonable adjustment. You can download a request form at Contact us and return it to us using our postal address or you can contact us by phone.