

# Individual (BACS) request form

This form should only be filled in if you are making a personal application.

To assist you in completing this form please refer to the information on our website at:  
[www.sra.org.uk/goodstanding](http://www.sra.org.uk/goodstanding)

Please tick the certificate(s) you are applying for:

- Certificate of good standing
  Certificate of attestation  
 Replacement admission certificate
  Extract from the roll

Once you have completed this form, please email to [certificates@sra.org.uk](mailto: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 'Individual BACS request'.

## Section 1 - Applicant details

Title:  Name:   
 SRA ID:  Tel No:   
 Email address:

If you have requested a certificate of good standing or a certificate of attestation, please select the address you would like displayed on the certificate. This address must be registered on your mySRA account:

## Section 2 - Payment

**Bank Transfer - Please follow the steps below to make payment:**

1. Check that you have the correct fee before continuing, fees are displayed on the certificates page.
2. You need to use the following reference when making payment: 'INITIALS/SRA ID/CERT'
3. Payment will need to be made to Account Number: 23142701. Sort Code: 20-32-29.  
(For International Bank Transfer details, please visit the FAQs section on our certificates page).
4. Once payment has been made, please enter in the relevant information in the fields below.

Total amount Paid:  Date Payment Made:   
 Reference used for payment:

OFFICE USE ONLY:

Date payment received:  Amount Paid: £  Date of request:

### 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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