

Third Party (BACS) Request Form

This form should only be filled in if you are making an application on behalf of another individual.

To assist you in completing this form please refer to the information on our [Website](#)

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. If you have a mySRA account, please submit the form 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 'Third Party BACS request'.

Section 1 - Your details

Title:	<input type="text"/>	Name:	<input type="text"/>
SRA/CRM ID (if applicable):	<input type="text"/>		
Firm SRA ID (if applicable):	<input type="text"/>		
Name of Firm:	<input type="text"/>		
Tel No:	<input type="text"/>		
Email address:	<input type="text"/>		

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. When making your payment you will need to display the reference with:
'Your initials / Your SRA ID / CERT' For example 'AA/12345/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:	<input type="text"/>	Date Payment Made:	<input type="text"/>
Reference used for payment:	<input type="text"/>		

OFFICE USE ONLY:

Date payment received:	Amount Paid: £	Date of request:
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Section 3 - Applicant details

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)

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"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Section 4 - 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 5 - Any other comments or requests

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 'Third Party BACS request'.